

**UNDERGRADUATE PHARMACY SOCIETY**  
**2025 PROCEDURES AND CODES OF CONDUCT**



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# PROCEDURES AND CODES OF CONDUCT OF THE UNDERGRADUATE PHARMACY SOCIETY AT THE FACULTY OF PHARMACY, UNIVERSITY OF TORONTO

Last Updated: March 16, 2022

## UPS ELECTIONS – STANDARD OF OPERATING PROCEDURES (SOP)

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- 1.** *Introduction to SOP for UPS General Council and Class Council Elections*
  - 1.1** This SOP is intended to eliminate inconsistencies throughout the election periods at all levels of student body and to clarify the rules surrounding elections.
  - 1.2** CROs will be in charge of all election matters and have the ultimate goals of ensuring that the principles of fairness and equality are honoured and enforced, as well as increasing efficiency in the voting process.
  - 1.3** Sections [2](#) and [3](#) in this SOP are aimed at CROs as these sections contain information specifically on the process of how to run an election. Sections [4](#) and [5](#) pertain to candidates wishing to run in an election and the rules and procedures they must follow. If you are a candidate looking for election information, please visit [section 4](#) and onwards.
  - 1.4** The following SOP is applicable to all active members of the Undergraduate Pharmacy Society (UPS) at the Leslie Dan Faculty of Pharmacy at University of Toronto. Only active members of the Society are eligible to run for and hold a position on council.
- 2** *For CROs: Selection of CROs*
  - 2.1** For UPS General Council elections, 2 CROs shall be appointed by the UPS President from the General Council.
  - 2.2** For Class Council elections, 2 CROs shall be appointed by the Class President from the Class Council, one of which should be the Secretary-Treasurer if possible.
  - 2.3** To establish the First Year Class Council in the Fall term, the Second Year Class Vice-President and Class President shall act as the CROs.
  - 2.4** CROs are ineligible to run for positions in elections they are running and are ineligible to vote in these elections as well.
  - 2.5** The UPS President and UPS Vice-President may oversee any UPS General Council and Class Council elections unless they are running for a position in these elections.
- 3** *For CROs: Instructions for CROs*
  - 3.1** *Pre-Election Procedures*
    - 3.1.1** The CROs must determine all pertinent dates and times regarding elections. Locations of any in-person activities must remain within the Pharmacy Building. More details and examples are below to provide a rough timeline of events.

- 3.1.1.1** The nomination period for both General Council and Class Council must span at least 3 business days, preferably 5 business days. Typically, the nomination period would be Monday 9 AM to Friday 5 PM.
- 3.1.1.2** A Candidates' Meeting must be held at the end of the nomination period to explain the election rules and procedures to all candidates. Typically, the Candidates' Meeting would be held on Friday at 5 PM in the UPS Meeting Room.
- 3.1.1.3** The campaign period must last at least 3 business days. Typically, the campaign period would start the following Monday at 12 AM and go until the voting process ends.
- 3.1.1.4** During the campaign period, speeches must occur on any day within the campaign period. If speeches are to be performed in-person, a lecture room must be booked, and an audio recorder is required to record the speeches. If speeches are to be performed virtually, then setting up Zoom and a streaming link are required to ensure that students can view them.
- 3.1.1.5** Voting will occur on the same day as which the campaign period ends. Typically voting would occur online on either Thursday or Friday, from 9 AM to 5 PM.
- 3.1.1.6** Once voting is complete, the votes will need to be confirmed. Emails will then need to be sent to the candidates, followed by the General Council/Class Council, and then the student body. A class list must be obtained from the Faculty with permission from the UPS President. Vote counting and emailing usually takes place from 5-6 PM on the day of voting, after the polls have closed.

**3.1.2** Once the date and times of the above activities are established, the opening of the nominations should be publicized via email and all pertinent dates above should be mentioned. This email should also contain the Constitution as an attachment and reference the relevant sections such as those pertaining to the roles that are up for election and the rules and procedures for elections ([Sections 4-5](#))

**3.1.3** CROs must meet with the webmaster to establish a procedure for the nomination and election period

## **3.2** *Nomination Procedures*

### **3.2.1** *Online Nominations*

- 3.2.1.1** If nominations are occurring online, they must be setup through the UPS Points System. This requires an admin (UPS President, Executive Secretary or Webmaster) changing your privileges on the system to Election CRO.
- 3.2.1.2** To setup the nomination online, you must go to the Elections tab in the menu first and then choose "Add Nomination and Election". The following

information is required: Election name, Nomination Start and End Dates, Election Start and End Dates and the Positions that are available.

- 3.2.1.3** Candidates that nominate themselves online require 3 endorsers and must list their names and emails. Once the candidate submits a nomination, the 3 endorsers will receive an email to inform them that they have been used as a reference. The endorsers are not required to do anything, but if they no longer wish to be an endorser they may email you.
- 3.2.1.4** If multiple nominations are received, the most recently submitted one should be used.

### **3.2.2** *Paper Nominations*

- 3.2.2.1** If nominations are being done physically via a paper submission, then the CRO must ensure that nomination forms are created. See the [Form Templates](#) section in Procedures and Codes of Conduct.
- 3.2.2.2** These nomination forms must be printed and cut out and placed in an envelope that is pinned on the first bulletin board outside PB B150, closest to the UPS Meeting Room.
- 3.2.2.3** Additionally, a second envelope must be placed on the bulletin board for candidates to submit their completed nomination forms. This envelope should be clearly labelled "Completed Nomination Forms" and the opening should face away from individuals, such that people cannot easily peer in and see candidate slips.
- 3.2.2.4** Candidates are required to obtain the name and signature of 3 endorsers and must also sign the nomination form themselves.
- 3.2.2.5** If multiple nomination forms are submitted, caution should be taken as to which nomination form was submitted more recently. Because the nomination forms are not date stamped and there's no way to track which nomination was submitted most recently, the candidate may attempt to run for two positions and show up to the Candidates' Meeting and then "pick" the position they want to run for. Due to this and possible tampering with nomination forms as they are in a public place, it may be a good idea to hold on to nomination forms as they get submitted and to check the envelope daily.

### **3.3** *Candidates' Meeting*

- 3.3.1** At the Candidates' Meeting, the name of all candidates should be written on the board or displayed on a Word document via screen share if the meeting takes place online.
- 3.3.2** If a position is vacant at the Candidates' Meeting, candidates may switch into a vacant position. It's also possible multiple people may want to switch into a vacant role, which is allowed and would now make that position contested.

- 3.3.3** All candidates running for elected positions must attend the Candidates' Meeting. If a candidate cannot make the Candidates' Meeting, the CRO then must email out all the election procedures and timelines to that individual. Candidates failing to attend the Candidates' Meeting with no prior notice will be automatically disqualified.
- 3.3.4** At the Candidates' Meeting, all election procedures and rules should be verbalized to all the candidates, as well as the timeline of events, which should be written on the board or Word document. Furthermore, this information should also be emailed out to candidates after the meeting.

### **3.4** *Campaign Period*

- 3.4.1** During the campaign period, candidates are eligible to put up posters, post on social media and make announcements in class. The CROs should ensure no campaigning is initiated before the beginning of the campaign period and in instances where the candidate has campaigned early, this shall result in disqualification.

#### **3.4.2** *Speeches*

- 3.4.2.1** During the campaign period, speeches must be held. If speeches are to be performed in-person, a lecture hall must be booked, which should have been done as part of the Pre-Election procedures. If speeches are being held virtually, arrangements must be made online for broadcasting speeches to all potential voters. One possible example is through Zoom that is recorded for later viewing.
- 3.4.2.2** The CROs should obtain an audio recorder as speeches will have to be recorded and made available to the student body to help them make an informed decision. For uploading speeches, SoundCloud is the preferred platform, however any other form of online media or tool that is easy to use is acceptable.
- 3.4.2.3** Speeches should be ran in hierarchy of position, so any UPS President or Class President speech should always occur first, unless a candidate must leave the speeches early, in which case the CROs may opt to move that position's speech earlier. If there are multiple candidates running for the same position, they should make their speeches in alphabetical order by last name. The speech order and approximate timing should be made available to candidates at least 24 hours in advance.
- 3.4.2.4** Speeches are 5 minutes for the UPS President and UPS Vice-President, 3 minutes for UPS General Council positions and 1 minute for Class Council positions. For speeches that are 5 minutes and 3 minutes in length, the CROs should hold up a sign indicating when there is 1 minute left and 30 seconds left. For speeches that are 1 minute in length, the CROs should hold up a sign indicating when 30 seconds are left and 10 seconds are left.
- 3.4.2.5** The CROs should ask any other candidates running for the same position to leave the room while speeches for that position are occurring.

**3.4.2.6** An online timer should be used to track how long the speech is, as this will auto beep once 0 seconds are left and the candidate will be forced to stop. Without any sort of noise or bell, candidates will often exceed the time limit, which is unfair to other candidates.

**3.4.2.7** The CRO should hit the record button once they are ready and indicate to the candidate that they may begin their speech. The timer should only be started once the candidate begins to speak. The recorder should be left running for the duration of the speech and question answer session.

**3.4.2.8** The person currently holding that position or the CRO conducting the speeches must ask at least 2 questions. Then, the candidate may receive up to 3 questions from the audience. Questions from the audience must relate to the position. This will be reinforced by the CROs present at the speeches. The maximum number of questions a candidate may receive is 5. The CROs must ensure the questions are not personal and are applicable to all candidates. All questions must be asked in the same order. If the person currently in the position is not available to attend speeches, they can submit their questions before hand and the CRO may read the questions. Similarly, students can email in questions which the CROs can ask on behalf of the audience. Audience members should make note of their own questions which the CRO can present to the candidate, in order to ensure fairness.

**3.4.3** Candidates are also allowed to make in class announcements which may only consist of their name, position and the date/time of voting. Any announcements must be made by the candidate and not through another third party. If a CRO receives a complaint that a candidate made an illegal announcement, they should investigate this and consult other members in that class to verify what was said. If the rules were indeed breached, the CRO should disqualify the candidate.

### **3.5** *Voting Procedures*

#### **3.5.1** *Online Voting*

**3.5.1.1** If voting is occurring online, the online voting link would have been setup at the same time the nominations were setup.

**3.5.1.2** The voting link should be emailed out the night before or the morning of the vote as the voting form will not open until the specified start time is reached, so it's safe to send the link out early. In this email, it should specify that voters need to enter their full name as it appears on their T-card and must confirm their vote via email once they cast their ballot in order for their vote to count.

**3.5.1.3** During the day, the CROs will have access to the voters list, but results will be hidden from the CROs until after the voting period has ended.

**3.5.1.4** A Class List will need to be obtained from the Faculty on the day of voting, with permission from the UPS President. After voting is complete, the names of the voters will need to be verified against the Class Lists.

**3.5.1.5** If online voting occurs, all administrators of the online voting platform shall not vote in the same election (i.e. webmaster).

**3.5.2** *Voting via Paper Ballot*

**3.5.2.1** If voting is done in person via paper ballot, the CROs must prepare a sufficient number of voter ballots. These ballots must include all the positions that are available and all candidates running for those positions, in alphabetical order by last name. Positions should be listed on the ballot in order of hierarchy. All contested positions require an abstain option on the ballot and uncontested candidates must also go to the ballot and have Yes/No/Abstain as the options. The instructions on the ballot should be clear at the top, for example, mark an X in the box for the candidate you would like to vote for.

**3.5.2.2** An email about voting should be sent at least 24 hours prior to the vote and should specify that voting will take place at a single voting station in the Atrium.

**3.5.2.3** Class list(s) will need to be obtained from the Faculty before the voting booth opens, with permission from the UPS President.

**3.5.2.4** The CROs should make a schedule of when people will be available in the Atrium to be at the voting booth. The booth itself should contain a protected area to vote with a cardboard frame setup to allow students to vote in private. A ballot box is required for candidates to submit their completed ballot forms in. The booth should also have pens available. The booth must always be monitored by at least 2 poll clerks, which the CROs may pick from the General Council or Class Council.

**3.5.2.5** Students will be required to show their student card in order to vote. Student names will then be verified on the class lists and they shall be required to sign the voter's list.

**3.5.2.6** Students are not allowed to vote via proxy (email, phone, etc.).

**3.5.2.7** Voting dates and times may be changed by the CROs within 48 hours or less from the start of the voting period if poor voter turnout is expected due to:

**3.5.2.7.1** Class cancellation

**3.5.2.7.2** Power outage

**3.5.2.7.3** Transit strike

**3.5.2.7.4** Extreme weather, natural disaster, etc.



- 3.5.2.8** If there is a schedule change in the dates and time for voting, candidates will be prohibited from campaigning during this time.
- 3.5.2.9** Ballot boxes shall be stored in the UPS Office until the ballots are counted. Ballot counting shall not commence until voting polls are closed.
- 3.5.2.10** Any candidate is entitled to a recount by request in writing to the CRO within 3 days of election results being announced.

**3.5.3** *Voting procedures applicable to both online voting and paper ballot voting*

- 3.5.3.1** All election ballots/votes will be counted by the CROs in conjunction with the UPS President and/or UPS Vice-President.
- 3.5.3.2** If a candidate is opposed, then the candidate with the most votes will be declared the winner. If a candidate is unopposed, then they require 2/3rds of the Yes/No vote to be cast in their favour to be considered the winner. If an unopposed candidate is unable to attain 2/3rds of the Yes/No vote, the position will go to by-election.
- 3.5.3.3** Once all votes are confirmed, the candidates should be emailed indicating whether or not they were successful in their campaign. Actual voting results (numbers) should not be divulged unless specifically asked by the candidate. Afterwards, the General Council and or Class Council should be informed of the results. After an hour has elapsed, the results should be announced publicly to the student body/class. Should the Orientation Banquet occur on the night of the vote, the results may be announced at the Banquet instead.
- 3.5.3.4** Votes and ballots will remain stored in a safe place for 2 weeks before being destroyed.
- 3.5.3.5** The Faculty Registrar shall have oversight of the election process and votes as necessary. Once results are confirmed, the Faculty Registrar should be informed of the new incoming council members and their contact emails.
- 3.5.3.6** The graduating class may not vote in UPS General Council elections as they will no longer be active members of the UPS when the new Council that's being voted for assumes control.

**3.6** *By-Election Procedures*

- 3.6.1** If a position is vacant, a by-election will be held within 2 weeks of the last election, unless the General Council decides to change this timeline by a majority vote (> 50%).
- 3.6.2** In the event of a tie, a by-election will be held within 2 weeks between the candidates that are tied. If a candidate in a tie drops out, the remaining candidate will still have to go to the ballot and receive 2/3rds of the Yes/No vote.
- 3.6.3** If a position is still unfilled after a by-election attempt, the Council may offer the position to someone or delegate responsibilities of the unfilled position to other members.

- 3.6.4** If a UPS by-election occurs in September, the incoming First Year students will be ineligible to be nominated in any such by-election. However, the First Years are entitled to vote in any such by-elections.

### **3.7** *Miscellaneous Procedures*

- 3.7.1** Any complaints about the CRO and/or election process must be submitted to the UPS President within 3 days of the election results being announced.
- 3.7.2** If the member is voted out of the council, the position will be filled as per [Article 15.5](#) opened to an interview/application process. The member will no longer be a member of the Society. They will not be allowed to run for any future positions on the Society, Class Council or clubs (for the entirety of their time in the PharmD program) and will not be rewarded UPS points for the mentioned role, at the discretion of the Honours Committee.
- 3.7.3** Elections for 4<sup>th</sup> Year Class Council Residency Rep shall be held in mid-September. Elections for UPS President-elect and UPS Vice-President elect shall be held in January. Elections for UPS General Council positions should happen in March and occur before Class Council elections. Class Council nominations cannot open until the results of the UPS General Council election has been announced for 48 hours.
- 3.7.4** All elections must be held within 2 weeks of opening nominations. 1<sup>st</sup> Year elections shall be held within 4 weeks after the first day of school.
- 3.7.5** The CROs may use their discretion to institute additional rules as necessary for scenarios and situations that are not covered in this SOP. Any new rules should be referred to the Constitutional Review Committee for possible inclusion as an amendment at a later point.

## **4** *For Candidates: Positions Available*

### **4.1** *UPS General Council (note that 1<sup>st</sup> Years in September can only run for Class Council, see [Section 4.2](#))*

#### **4.1.1** *Elected Positions*

- 4.1.1.1** UPS President-elect / UPS President (available to 2<sup>nd</sup> Years)
- 4.1.1.2** UPS Vice-President-elect / UPS Vice-President (available to 2<sup>nd</sup> Years)
- 4.1.1.3** Executive Secretary (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.1.4** Junior Finance Director (available to 1<sup>st</sup> Years) – 2 year term
- 4.1.1.5** Junior External Affairs Director (available to 1<sup>st</sup> Years) – 2 year term
- 4.1.1.6** Junior Athletics Director (available to 1<sup>st</sup> Years) – 2 year term
- 4.1.1.7** Junior CAPSI Representatives (available to 1<sup>st</sup> Years) – 2 year term
- 4.1.1.8** 2 Events Directors (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.1.9** OPA Student Board Member (available to 1<sup>st</sup> and 2<sup>nd</sup> Years) – elected every other year to a 2 year term.

- 4.1.1.10** Junior IPSF Representative (available to 1<sup>st</sup> Years) – only sits on Local CAPSI, not UPS
- 4.1.2** *Non-Elected Positions*
- 4.1.2.1** Senior Finance Director
- 4.1.2.2** Senior External Affairs Director
- 4.1.2.3** Senior Athletics Director
- 4.1.2.4** Senior CAPSI Representative
- 4.1.2.5** Senior IPSF Representative – only sits on Local CAPSI, not UPS
- 4.1.3** *Application Based Positions*
- 4.1.3.1** 2 Monograph Editors (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.3.2** 2 Pharmakon Editors (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.3.3** 2 Marketing Directors (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.3.4** Webmaster (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.3.5** Speaker (available to 1<sup>st</sup> and 2<sup>nd</sup> Years)
- 4.1.3.6** At least 2 Faculty Advisors – only available to Faculty/Staff members
- 4.1.4** No UPS General Council member may simultaneously hold a position in Class Council within the same year, besides the following exceptions:
- 4.1.4.1** Class Presidents and Class Vice-Presidents, who sit on UPS General Council to represent their class and also sit on Class Council, but they cannot take on any other unique UPS or Class Council positions.
- 4.1.4.2** The incoming UPS President-elect and UPS Vice-President elect may currently hold another position on UPS General Council or Class Council before being elected and will temporarily hold both positions until the turnover meeting.
- 4.1.4.3** The Past-President may hold a Class Council position only in the event of a by-election for that position, but may not hold any other UPS General Council position
- 4.1.5** No UPS General Council member is eligible to hold the same General Council position for more than one year. Only in the event of a by-election may the member hold a position for more than one year in their duration at the Faculty. This rule does not apply to two year positions.
- 4.1.6** All Junior positions mentioned in [4.1.1](#) are two-year positions that are only open for election to members of the First Year class.
- 4.1.7** All non-elected positions mentioned in [4.1.2](#) are Senior positions, which can only be obtained by running for the Junior position of that respective role. After serving as the Junior for a year, the UPS will hold a vote of confidence (requiring a 2/3rds majority) at

the end of the year and if successful, the Junior member will transition to the Senior member to serve the 2<sup>nd</sup> year of their 2 year term. The exception to this is the Junior IPSF Representative, which only sits on Local CAPSI and not UPS, therefore Local CAPSI will hold the vote of confidence for this position.

**4.1.8** All application based positions must fill out an application and submit it to the Outgoing Council member currently holding that position. The Outgoing Council member will interview potential candidates and then make a recommendation to the General Council. Applications must be submitted independently and not as a team. These positions shall be appointed by a vote of confidence requiring a 2/3rds majority of the General Council after the application of the candidate and recommendation from the Outgoing Council member is reviewed. In the event that an application-based General Council position is not filled, it will be re-opened. If it is not filled after re-opening, previous applicants will be accepted by a simple majority vote by the UPS General Council (> 50%).

**4.1.8.1** The Monograph Editor, Pharmakon Editor, Marketing Director, and Webmaster applications can be found in the [Form Templates](#) section.

**4.1.9** The position of Speaker is selected by the UPS President-elect, UPS Vice-President-elect, UPS President and current Speaker by an application and interview process. The application form can be found in the [Form Templates](#) section.

**4.1.10** Students entering 4th Year of studies will only be eligible to hold the following positions on the General Council:

**4.1.10.1** Past-President

**4.1.10.2** 4<sup>th</sup> Year Class President and Class Vice-President

**4.1.10.3** OPA Student Board Member

## **4.2** *Class Council*

### **4.2.1** *Elected Positions*

**4.1.1.1** Class President

**4.1.1.2** Class Vice-President

**4.1.1.3** Secretary-Treasurer

**4.1.1.4** Social Representative (not elected to 4<sup>th</sup> Year council)

**4.1.1.5** CAPSI Representative (not elected to 4<sup>th</sup> Year council)

**4.1.1.6** Athletics Representative (not elected to 4<sup>th</sup> Year council)

**4.1.1.7** 2 Faculty Representatives

**4.1.1.8** Monograph Representative

**4.1.1.9** 2 Graduation Representatives (elected to 3<sup>rd</sup> Year council to a 2 year term)

**4.1.1.10** Residency Representative (only elected to 4<sup>th</sup> Year council)

**4.1.1.11** Recruitment Representative (only elected to 4<sup>th</sup> Year council)

#### **4.2.2** *Application Based Positions*

**4.2.2.1** Pharmakon Representative (not appointed to 4<sup>th</sup> Year council)

**4.2.2.2** Webmaster

**4.2.3** No person shall hold a position on UPS General Council and Class Council during the same year, besides the exceptions listed in [Section 4.1.4](#).

**4.2.4** No Class Council member is eligible to hold the same Class Council positions for more than one year. Only in the event of a by-election may the member hold a position for more than one year in their duration at the Faculty. This rule does not apply to two-year positions including, but not limited to: Graduation Representatives.

**4.2.5** Two CAPSI Representatives will be elected from each class. Both candidates will sit on Class Council and Capsi Local Council.

**4.2.6** Graduation Representatives will be elected along with the 3<sup>rd</sup> Year Class Council to a 2 year term.

**4.2.7** The Recruitment Representative and the Residency Representative will both be elected to the 4th Year Class Council only. The Recruitment Representative will be elected along with the 4th Year Class Council, but the election for Residency Representative shall take place separately as outlined in 3.7.3.

**4.2.8** The following positions will NOT be elected to 4th Year Class Council: Social, CAPSI, Athletics and Pharmakon Representatives.

**4.2.9** All candidates must run as individuals for these positions and cannot run as pairs or teams.

## **5** *For Candidates: Election Procedures*

### **5.1** *Nomination*

**5.1.1** A candidate should only submit one nomination form in an election. If multiple nomination forms are submitted, only the most recent nomination will be accepted.

#### **5.1.2** *Online nomination*

**5.1.2.1** Candidates will receive an email with the nomination link. On this link they must enter their full name and email and choose the position they wish to run for. Upon selecting the position from the drop down menu, a description of that position will appear.

**5.1.2.2** The online nomination form requires 3 endorsers, you will need their names and emails. Once you submit your nomination, the endorsers will receive an email to notify them that you've listed them as a reference. The endorser is not required to do anything, unless they no longer wish to be a reference, in which case they should email a CRO.

- 5.1.2.3 By submitting your online nomination, you agree that you have read the parts of the Constitution pertaining to your role and agree to abide by its regulations and bylaws.

## 5.2 *Candidates' Meeting*

- 5.2.1 At the close of nominations, for both UPS and Class Council elections, there will be a Candidates' Meeting, chaired by the CROs to discuss campaign procedures, deadlines, and review the roles of these positions. Candidates that require election who fail to attend the Candidates' Meeting without prior notice will be disqualified. Candidates for application based positions do not need to attend the Candidates' Meeting.
- 5.2.2 If a position is vacant at the Candidates' Meeting, candidates may switch into this vacant position. If multiple people want to switch into a vacant position at the same time, the position will then become contested.
- 5.2.3 If you find out you are running uncontested in the election, you must still make a campaigning effort as all candidates will go to the ballot. Unopposed candidates will appear on the ballot as having Yes/No/Abstain options, and the candidates require that 2/3rds of the Yes/No vote be cast in their favour in order to be elected to office.
- 5.2.4 If you are running in a contested election, the candidate with the most votes will be elected to office.
- 5.2.5 In the event a position is left vacant even after the Candidates' Meeting, nominations for those positions will be re-opened in a subsequent by-election.

## 5.3 *Campaign Period*

- 5.3.1 Campaigning is prohibited until the campaign period begins. Candidates found publicly campaigning before the beginning of the period will automatically be disqualified.
- 5.3.2 Campaigning must be done individually and candidates cannot campaign as a pair or a team. Candidates are prohibited from endorsing other candidates running for other positions. If endorsement occurs directly or indirectly from a current council member, the candidate can be disqualified at the discretion of the CROs.
  - 5.3.2.1 Candidates are prohibited from getting endorsement from any Faculty Member or any current UPS/Class Council Member. This includes the dissemination of any campaign material (i.e. photos or videos) where a faculty or UPS member is seen with a candidate and the candidate is using that material to promote their candidacy. Any candidate found in violation of this rule will be disqualified from the election. If you have any questions about this rule, you must bring them up with the CROs before you take any action.
- 5.3.3 *Speeches*
  - 5.3.3.1 Election speeches are mandatory for all elected candidates and must occur during the campaign period. Candidates' failing to attend election speeches are disqualified. If the candidate has an extenuating circumstance, the CRO will evaluate on a case by case basis.

- 5.3.3.2** Speech times will be as follows:
  - 5.3.3.2.1** UPS President and UPS Vice-President: 5 minutes
  - 5.3.3.2.2** UPS General Council: 3 minutes
  - 5.3.3.2.3** Class Council: 1 minute
- 5.3.3.3** Each speech will be followed by a mandatory question and answer period. The member currently holding that position must ask at least two questions. The audience may then ask up to three questions for a total of five questions. Each candidate running for the same position will be asked the same questions in the same order.
- 5.3.3.4** Speeches will be recorded by the CROs and posted online later for voters to hear.
- 5.3.3.5** If your position is contested, then while other candidates are making their speeches for the same position, you will be asked to leave the room.

#### **5.3.4** *Campaign Material*

- 5.3.4.1** Campaign material can include posters, printed literature, personal websites and the use of social media such as Twitter and Facebook.
- 5.3.4.2** Physical campaign literatures (e.g. posters, printed literatures) must only be present within the Pharmacy Building and can only be posted to designated bulletin boards. Campaign material cannot be posted or adhered permanently or temporarily anywhere else.
- 5.3.4.3** Each candidate will be allowed to have up to 10 regular sized posters (8.5" x 11"), which does not count towards the candidate's budget. Each candidate may have up to 2 oversized posters, within the following size limits (17" x 11"), which will not count towards the candidate's budget.
- 5.3.4.4** Poster locations are first come, first serve and covering another candidate's poster may be subject to disciplinary action from the CROs.
- 5.3.4.5** All candidates cannot be endorsed by faculty members.
- 5.3.4.6** All candidates are responsible for immediate clean-up and removal of any campaign material before the end of the campaign period. With regards to electronic campaigning, timestamps on posts will be used as a reference should disputes arise. If the CROs find campaign material after the campaign period ends (whether it be a poster remaining on a bulletin board, or a picture/post on social media that wasn't completely deleted), then the candidate will be immediately disqualified.

#### **5.3.5** *In Class Announcements*

- 5.3.5.1** Any announcements made in front of a class shall only consist of:
  - 5.3.5.1.1** Candidate's name

**5.3.5.1.2** Position the candidate is running for

**5.3.5.1.3** Place and time of speeches and voting

**5.3.5.2** Any announcements that contain more than the above stated limitations will be subject to CRO review and possible disqualification. For example, phrases like "Vote for me" would be considered illegal.

**5.3.6** *Budget*

**5.3.6.1** No more than \$20.00 shall be spent on an election campaign for one candidate. Any election expenses and receipts must be submitted to the CROs by the end of the campaign period, with the exception of posters which do not count towards the budget. There are no reimbursements for money spent on campaign materials. The \$20 cannot be used as bribery but rather to encourage participation in a campaign or for materials towards a campaign.

**5.3.6.1.1** If nothing was purchased during the campaign, then please inform all CROs of this prior to the end of the campaign period. Failure to provide a receipt or an email saying you did purchase any campaign material (outside of posters) will result in disqualification.

**5.3.6.2** Goods offered to you by other third parties will be included at their full market value. Services volunteered by students shall not be included.

**5.4** *Grounds for disqualification shall include:*

**5.4.1** Not attending the Candidates' Meeting without prior notice of your absence.

**5.4.2** Leaving campaign material (posters or online media) up after the campaign period ends. Simply uploading/changing a cover photo or profile photo is not enough as a history is retained in your photos. Any online content, media or posts must be fully deleted including any promotional material put up by your friends.

**5.4.3** Exceeding the poster limit, size regulations or purposely covering another candidate's poster.

**5.4.4** Making an illegal in class announcement.

**5.4.5** Exceeding the \$20 budget.

**5.4.6** Not submitting receipts for election expenses to the CROs by the end of the campaign period.

**5.4.7** Publicly defaming or bashing another candidate

**5.4.8** The CROs must disqualify any candidate for any contraventions listed above or in this Standards of Procedure. For situations and scenarios not covered by this SOP, the CROs must use their discretion in consultation with the UPS President to determine a decision.



## UPS PORTFOLIO GUIDELINES

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- 1 UPS portfolios are invaluable sources of information for the Council member assuming your position in the upcoming year. Please ensure that it includes a document of the activities performed over the last year and a clear explanation of the duties of the position.
- 2 *General Points*
  - 2.1 These guidelines are only suggestions as to how to organize your portfolio; this format may not exactly suit your portfolio, so please make adjustments as you see fit.
  - 2.2 Please make an effort to organize your portfolio by placing the most important information in the binder given to you by UPS. If an additional binder is needed use a large binder. If it still won't fit, sort through it again! (It can probably be thinned out some more).
  - 2.3 As mentioned above, it is imperative that you go through your portfolio and throw away all unnecessary or outdated material (handling a file with a 10 inch pile of papers will only confuse the new council member, not help them).
  - 2.4 When you have completed your portfolio, please put these guidelines at the front of your binder. Hopefully these guidelines can help to ensure that well organized portfolios will be handed over each year.
  - 2.5 For each of the guidelines outlined below, please start each section on a fresh piece of paper so that it is neat and easy to read.
  - 2.6 Remember that you will not have to rewrite every section of your portfolio. Only make additions and deletions that you feel are necessary.
- 3 *Guidelines*
  - 3.1 *Letter of Introduction / Congratulations*
    - 3.1.1 This can contain any useful information you want to convey to the new UPS member.
    - 3.1.2 You must include your summer address and phone number, or another number at which you can be reached (e.g., your permanent home number) during the summer months.
  - 3.2 *Immediate Duties, Meetings, etc.*
    - 3.2.1 List all responsibilities your successor has to assume immediately. For example, upcoming end-of-the-year meetings (including the UPS turnover meeting TBA), banquet halls to be reserved, etc.
  - 3.3 *Brief Outline of Your Portfolio*
    - 3.3.1 Give a short synopsis of what your position entailed over the last year. This will likely provide much appreciated insight about the portfolio as your successor may only have a general idea of his/her responsibilities.
  - 3.4 *Special / Important Items of Note*
    - 3.4.1 List any essential items you have included in the portfolio as well as the method you used to identify these pages (e.g. highlighted, starred the pages).

### **3.5** *Calendar of Events*

- 3.5.1** Establish a calendar style method for explaining the month-by-month duties of the portfolio. Please include a listing of important responsibilities to be addressed in a certain month, pressing items for the coming month and any appropriate additional notes.
- 3.5.2** While this may seem time consuming, this is critical for your successor to ensure that deadlines and important invitations are not missed. One suggestion is to start this endeavour when you assume your portfolio and update it regularly.

### **3.6** *Council Ideas*

- 3.6.1** If your portfolio involves chairing a particular committee, please note what the committee accomplished over the past year and any suggestions for improvement.

### **3.7** *Problems Encountered and Suggestions*

- 3.7.1** List any problems (or mistakes - don't be afraid to admit them!) encountered during your term of office with suggestions to avoid these in the future.
- 3.7.2** If deemed more appropriate, the specifics of said problems can be omitted. That is, you do not have to include specifics of a situation but can instead outline factors that may have contributed to a problem (e.g., poor spirit, unsatisfactory involvement from Class Representatives).

### **3.8** *Suggestions for the Upcoming Year*

- 3.8.1** Ideas initiated this year that you would like to see continued.
- 3.8.2** Traditional events that have been organized for years and do not require significant modification.
- 3.8.3** Any new ideas that you did not have the time or opportunity to establish.

### **3.9** *Conclusion*

- 3.9.1** Include anything that these guidelines may have overlooked (e.g. add dividers to keep the binder organized).
- 3.9.2** Remember that another UPS Council member will be reviewing your portfolio. Please devote time and energy to this task. The goal is to produce a concise and complete portfolio that will help future councils.

## **PARLIAMENTARY PROCEDURE**

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### **1** *Authority*

Robert's Rules of Order: Newly Revised, 11th Edition shall govern the Society and all its Committees in meetings, except where there are rules in conflict with the UPS Constitution, in which case the bylaws in the UPS Constitution will take precedence.

### **2** *Motion Proceedings*

#### **2.1** *Obtaining the floor*

Before a member in an assembly can make a motion or speak in debate, he/she must obtain the floor. This means the member should be recognized by the Chair as having the exclusive right to be heard at that time. The Speaker can state something along the lines of “The Speaker recognizes John Smith” or “The floor belongs to John Smith”.

## **2.2** *Making the motion*

A member may make a motion and should use the word “move” when he or she does so. When necessary, a motion can be prefaced by a few words of explanation.

## **2.3** *Seconding the motion*

If no member seconds the motion, the Chair must ask “Is there a second to the motion?” If there is still no second, the motion is considered lost and the Speaker will move onto the next item. A motion made by the direction of a board or appointed committee of the assembly does not require seconding, since the motion’s introduction has been directed by a majority vote within the board or committee itself, therefore there is at least 2 assembly members who already agree the motion should be presented. Note that seconding a motion does not mean you have to vote in favour of the motion, it means you agree that it should be brought before the Assembly for debate. Furthermore, if the motion is changed during the course of debate, the member who seconded has the right to withdraw their second.

## **2.4** *Stating of the question by the Speaker*

When a motion that is in order has been made and seconded, the Chair formally places it before the assembly by stating the question. The Chair does this by stating the exact motion and indicating that the motion is open to debate. The phrase typically used is something along the lines of “It is moved and seconded that ...” after which the member making the motion will be entitled to begin deliberations.

## **2.5** *Debate on the motion*

The maker of the motion has a chance to introduce the topic; however there are usually time limits in place to prevent the unnecessarily lengthening of meetings. As such, the mover who has introduced the motion should only be allotted 5 minutes of continuous speech to make his or her initial case. Note that a member may only be entitled to the floor a second time in debate on the same motion only if all members who wished to deliberate were given the opportunity to speak for the first time.

## **2.6** *Speaker puts the question*

After it appears that deliberations are done, the Speaker should ask “Are you ready for the question?” Until the Chair states the question, the maker has the right to modify the motion as he or she pleases or to withdraw it entirely. After the question is stated, it becomes property of the assembly and then the maker cannot do these things without the Society’s consent. The exact wording the Speaker uses should be the wording used in the minutes.

## **2.7** *Speaker announces result of the vote*

The Speaker first calls for the affirmative vote and all those who wish to vote in favour of the motion should indicate so. The Speaker then calls for the negative vote. The Speaker must always

call for the negative vote, no matter how nearly unanimous the affirmative vote may appear. The Chair should not call for abstentions in taking a vote. The Speaker must then state the result of the vote count and whether the motion is adopted or rejected.

### 3 Types of Motions

#### 3.1 Privileged motions

A privileged motion is granted precedence over ordinary business because it concerns matter of great importance or urgency. Privileged motions can be introduced over any other type of motion (subsidiary, incidental, etc.). The table below contains the relevant list of privileged motions and is in order of precedence; meaning if a privileged motion is currently pending, another privileged motion that is higher up on the table may be introduced. § refers to the section in Robert's Rules.

Privileged motions							
§	Purpose	Say	Interrupt?	2 <sup>nd</sup> ?	Debate?	Amend?	Vote?
21	Close Meeting	I move to adjourn	N	Y	N	N	Majority
20	Take break	I move to recess for..	N	Y	N	Y	Majority
18	Follow agenda	I call for the orders of the day	Y	N	N	N	None

#### 3.2 Subsidiary motions

A subsidiary motion is a motion that directly affects the main motion and/or the ability to vote on that motion. Subsidiary motions are also in order of precedence and rank higher than main motions, but lower than privileged motions and may also yield to applicable incidental motions. The table below contains the relevant list of subsidiary motions.

Subsidiary motions							
§	Purpose	Say	Interrupt?	2 <sup>nd</sup> ?	Debate?	Amend?	Vote?
15	End Debate	I move the previous question	N	Y	N	N	2/3
14	Postpone Discussion	I move to postpone until...	N	Y	Y	Y	Majority
12	Amend Motion	I move to amend the motion by...	N	Y	Y	Y	Majority

#### 3.3 Incidental motions

An incidental motion relates to the main motion in terms of clarification or reconsideration of certain aspects of the motion. Incidental motions have no order of precedence and takes precedence over the actual pending question, but ranks lower than privileged motions. Table 3 contains the relevant list of incidental motions.

Incidental motions							
§	Purpose	Say	Interrupt?	2 <sup>nd</sup> ?	Debate?	Amend?	Vote?
23	Enforce Rules	Point of Order	Y	N	N	N	None
25	Suspend Rules	I move to suspend the rules	N	Y	N	N	2/3
33	Parliamentary Law Question	Parliamentary inquiry	Y	N	N	N	None

#### 3.4 Main motions

A main motion brings new business before the assembly. It takes precedence over nothing, meaning it cannot be moved while any other question is pending. It yields to all privileged, subsidiary and applicable incidental motions. A main motion cannot be applied to any other motion. It must be seconded, is debatable, is amendable and requires a majority vote, except where specified in the tables above and in the Constitution.

### **3.5** *Motions that bring a question again before the assembly*

These motions bring back a main motion for debate before the assembly. There is no order of precedence for these motions and they can only be introduced when no other business is pending. Table 4 contains the relevant list of these motions.

## **UPS MEETING FORMAT**

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### **1** *Chair*

The Speaker will chair all meetings of the General Council. The Speaker will hold a non-voting position and will remain impartial on all issues. If the Speaker is unable to attend a meeting, the President will assume the Chair. This will not remove the President's right to vote in the event of a tie.

### **2** *Length of Meeting*

The Speaker will hold a non-voting position and will ensure UPS meetings will be formatted to have all business completed in less than 2 hours. Meetings will not run longer than 2 hours unless a motion is passed to extend the length of the meeting, with exception of the Budget meeting, Constitution meeting, and Turnover meeting, which may run up to three hours, after which a motion must be passed to extend the length of the meeting.

### **3** *Attendance*

The Speaker will hold a non-voting position and any member of the General Council who is aware ahead of time that he/she will not be able to attend the meeting is asked to inform the Speaker or Executive Secretary.

### **4** *Punctuality*

Please try to arrive promptly, for all meetings, to enable the meeting to begin at the scheduled hour and end within the allotted time. Any member who has to leave before the end of the meeting must inform the Speaker of their intentions before the meeting commences.

### **5** *Agenda*

The agenda should be distributed to the General Council at least 48 hours prior to the meeting. Below is a general guideline to how meetings should be conducted.

#### **5.1** *Call to order*

When the Speaker feels the General Council is ready to conduct business, they should state "I call this meeting to order" or "I call for the orders of the day". This motion does not need to be seconded, is not debatable or amendable and does not require a vote. The Speaker is in control of the floor as of this point and it is their duty to keep the General Council on track and follow the agenda.

**5.2** *Roll call of members present*

The Speaker will then ask the Executive Secretary to do the Roll Call of the Members. Example: "The Executive Secretary will call the Roll of the Members of the Society".

**5.3** *Approval of minutes from last meeting*

The Speaker will then ask the Secretary to "read the minutes" of the last meeting. Since this often takes a lot of time and is impractical, copies of the minutes for the last meeting can be distributed beforehand via email or the website, and instead the Speaker can directly ask "Are there any corrections to the minutes?" If none are suggested, they add, "There being none, the minutes stand approved as is." If any corrections are suggested, the secretary makes them, and the Speaker says "There being no further corrections, the minutes stand approved as corrected."

**5.4** *Officers Reports*

Reports of Officers, Boards or Standing Committees would be reported at this time. This may include, but is not limited to the President's Report, Vice-President's Report, Financial Reports or other standing committee reports.

**5.5** *Special Committee Reports*

Special committees are committees that are appointed to exist only until they have completed a specific task. These committees shall introduce their reports next.

**5.6** *Special Orders*

A special order is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating to adjournment, recess or questions of privilege. A special order to discuss something at a particular hour interrupts any business that is pending when that hour arrives.

**5.7** *Unfinished Business*

This includes any items that require membership action that are left over or postponed from a previous meeting. The Speaker will then ask "Is there any unfinished business to take care of?"

**5.8** *New Business*

This includes items meant to be raised at this meeting (as per the agenda) and other items raised that may not necessarily have been included on the agenda and which require membership action.

**5.9** *Announcements*

The Speaker may make or call upon other officers or members to make any necessary announcements and members can briefly obtain the floor for such a purpose.

**5.10** *Adjournment*

A member can propose to close the meeting entirely by moving to adjourn. This motion can be made and the assembly can adjourn even while business is pending, provided that a next meeting is established by rule of the Society or set by the assembly. This is to prevent adjournment of a meeting having the unintended effect of dissolving the assembly if a future meeting is not suggested. This includes items meant to be raised at this meeting (as per the agenda) and other

items raised that may not necessarily have been included on the agenda and which require membership action.

**FORM TEMPLATES**

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**1** *Nomination Form for Elected Positions*

<b>NOMINATION FORM FOR ELECTED POSITIONS</b>	
<b>Candidate's Name:</b> _____	<b>Endorser #1 Name and Email Address:</b> _____
<b>Year:</b> _____	<b>Endorser #2 Name and Email Address:</b> _____
<b>Position:</b> _____	<b>Endorser #3 Name and Email Address:</b> _____
<p>By filling out this nomination form, you agree to abide by the terms set by the CROs and verify you have read the relevant parts of the UPS Constitution pertaining to your role.</p>	
<b>Candidate's Email Address:</b> _____	



## 2 Application Forms for Non-Elected Positions

### 2.1 UPS/Class Webmasters

APPLICATION FORM FOR WEBMASTERS	
<b>Name:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	<b>Academic Year:</b> _____
<b>Class:</b> _____	<b>Position:</b> _____
By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.  
Submit via email to **[INSERT EMAIL]** or submit hard copies to CROs

1. List any previous experience you have with websites, programming languages, databases, etc. (If you have no experience, then what qualities or traits do you have that you think would make you a good webmaster). If possible, provide links to previous work you may have done.

2. Being Webmaster also means you have a seat on council. Do you have any experience as a student council member, or executive position of any club/group?
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3. Why are you interested in becoming Webmaster? Do you have any goals or ideas for the website?

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## 2.2 Class Pharmakon Representative

APPLICATION FORM FOR CLASS PHARMAKON REPRESENTATIVE	
<b>Name:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	<b>Academic Year:</b> _____
<b>Class:</b> _____	<b>Position:</b> <i>Class Pharmakon Representative</i>
By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.  
Submit via email to **pharmakon@uoftpharmacy.com** or submit hard copies to CROs

1. Why are you interested in becoming Pharmakon Rep?

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2. What past experiences do you have with photography and/or graphic design? What design programs (Photoshop, InDesign, Illustrator, etc.) have you used?

3. Do you have experience with low light or sports photography? If so, please elaborate.

4. Do you have your own camera gear? If so, what type of equipment do you own?

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5. Please include an electronic portfolio (8-10 works) as part of your application. All mediums are welcome (e.g. photography, design, drawing, painting, etc.) Any notes can be written below.

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### 2.3 UPS Pharmakon Editor

APPLICATION FORM FOR UPS PHARMAKON EDITOR	
<b>Name:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	<b>Academic Year:</b> _____
<b>Class:</b> _____	<b>Position:</b> <i>UPS Pharmakon Co-Editor</i>
By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.

Submit via email to **pharmakon@uoftpharmacy.com** or submit hard copies to CROs

1. Why are you interested in becoming a Pharmakon Co-Editor?

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2. As Pharmakon Co-Editor, you have a seat on UPS Council. Do you have any past leadership/student council experience? If so, please elaborate.

3. What past experiences do you have with photography and/or graphic design? What design programs (Photoshop, InDesign, Illustrator, etc.) have you used?

4. Do you have experience with low light or sports photography? If so, please elaborate.

5. Please describe your design aesthetic. What theme would you suggest for next year's yearbook?

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6. Do you have your own camera gear? If so, what type of equipment do you own?

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7. Please include an electronic portfolio (8-10 works) as part of your application. All mediums are welcome (e.g. photography, design, drawing, painting, etc.). Any notes can be written below.

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#### 2.4 UPS Monograph Editor

APPLICATION FORM FOR UPS MONOGRAPH EDITOR	
<b>Name:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	<b>Academic Year:</b> _____
<b>Class:</b> _____	<b>Position:</b> <i>UPS Monograph Co-Editor</i>

By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.

Submit via email to **monograph@uoftpharmacy.com** or submit hard copies to CROs

1. Why are you interested in becoming a Monograph Co-Editor?

2. As Monograph Co-Editor, you have a seat on UPS Council. Do you have any past leadership/student council experience?

3. What past experiences do you have with publishing and media? What publishing programs have you used?

4. What other extra-curricular activities are you involved in?

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## 2.5 UPS Marketing Director

APPLICATION FORM FOR UPS MARKETING DIRECTOR	
<b>Name:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	<b>Academic Year:</b> _____
<b>Class:</b> _____	<b>Position:</b> <i>UPS Marketing Director</i>
By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role and agree to abide by its rules and bylaws.	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.

Submit via email to [elections@uoftpharmacy.com](mailto:elections@uoftpharmacy.com) or submit hard copies to CROs

1. The UPS Marketing Director position is a relatively new position to UPS. As a result, you have a bit of flexibility in defining the role and using your creativity as needed. What is your vision for this position?

2. As UPS Marketing Director, you have a seat on UPS Council. Do you have any past leadership/student council experience?

3. What past experiences do you have with photography and/or graphic design? What design programs have you used?

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4. What past experience do you have with video editing? What video editing programs have you used?

5. Please describe any past event marketing experience you may have.

6. Please include an electronic portfolio as part of your application. Any formats are welcome (photography, design, videos, etc.). Any notes can be written below.

## 2.6 UPS Speaker

APPLICATION FORM FOR UPS SPEAKER	
<b>Name:</b> _____	<b>Email:</b> _____
<b>Phone Number:</b> _____	<b>Academic Year:</b> _____
<b>Class:</b> _____	<b>Position:</b> <i>UPS Speaker</i>
By filling out this application form, you verify you have read the relevant parts of the UPS Constitution pertaining to your role.	

Application deadline is **[INSERT DATE]** at **[INSERT TIME]**.  
Submit via email to **ups@uoftpharmacy.com** or submit hard copies to CROs

1. Why do you want to be in the Undergraduate Pharmacy Society?

2. Are you familiar with Robert's Rules of Order? If so, explain a prior experience when you use them. If not, are you willing to learn them and how would you go about learning them?

3. What extra-curricular activities during your time here in the Faculty of Pharmacy have you been involved in?

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4. Can you run a meeting? What attributes do you possess that would make you good at running a meeting?

**3**      *Removal from Office*

Your Name: \_\_\_\_\_

Your Position: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Name of Member to Remove: \_\_\_\_\_

Position of Member to Remove: \_\_\_\_\_

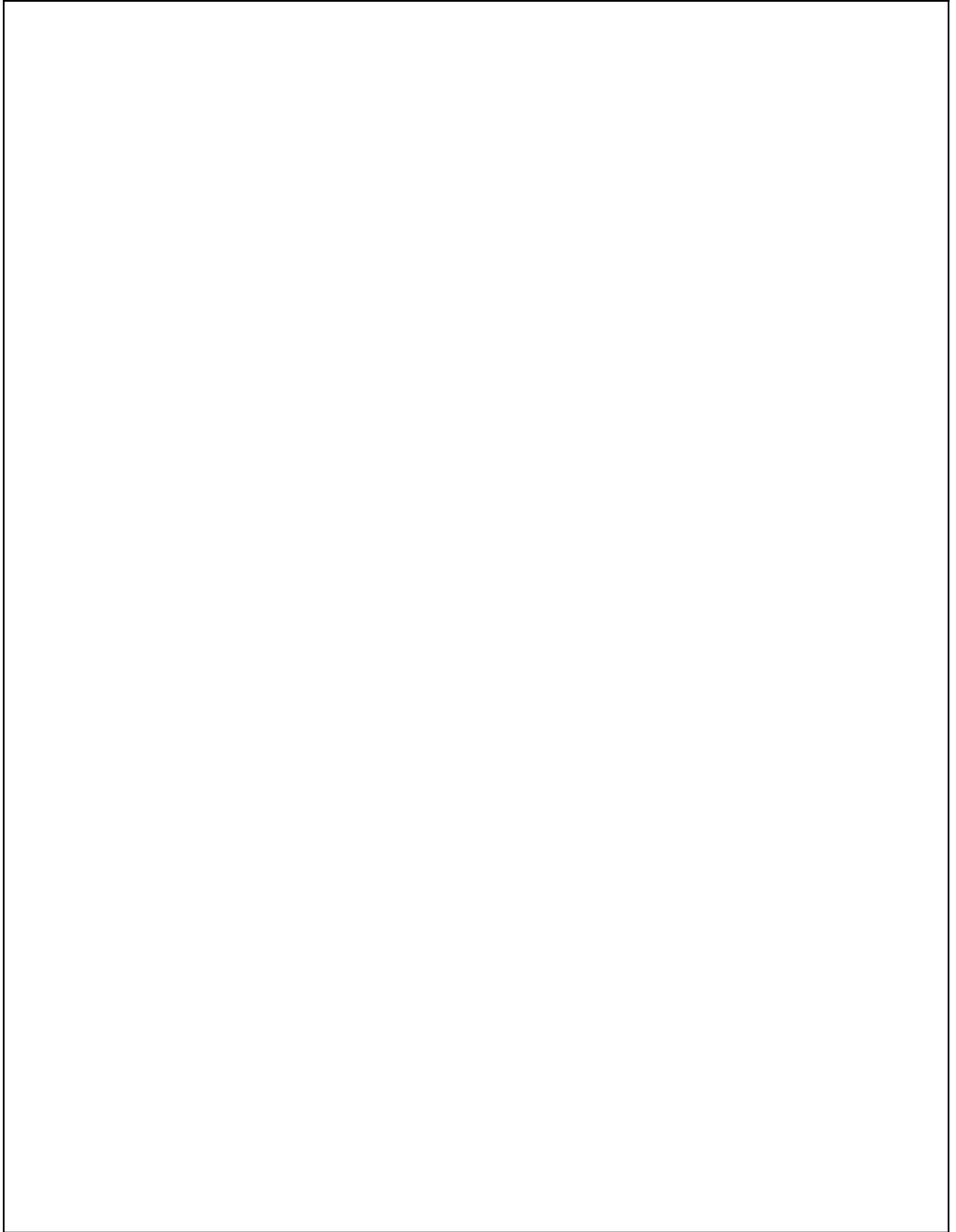
Briefly explain why you believe this member should be removed from Council.

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To remove a member from Council is a very serious action that requires at least 5 other Council members to sign this petition, to ensure that others agree with your action and that this power is not being abused. Petitions should be sent to the Class President for removal of Class Council members or UPS President ([ups@uoftpharmacy.com](mailto:ups@uoftpharmacy.com)) for removal of General Council members. Successful petitions will result in a motion being presented at the next meeting to remove the member from office and will follow the principles outlined in Article 13 or Article 15 of the Constitution.

<b>Endorser #1 Name and Position:</b> _____	<b>Endorser #1 Signature:</b> _____
<b>Endorser #2 Name and Position:</b> _____	<b>Endorser #2 Signature:</b> _____
<b>Endorser #3 Name and Position:</b> _____	<b>Endorser #3 Signature:</b> _____
<b>Endorser #4 Name and Position:</b> _____	<b>Endorser #4 Signature:</b> _____
<b>Endorser #5 Name and Position:</b> _____	<b>Endorser #5 Signature:</b> _____

**4**      *Award Template Application***Your Name:** \_\_\_\_\_  
**you):** \_\_\_\_\_**Name of Nominee (if not****Nominee's Class:** \_\_\_\_\_



**5**      *Dissolution of the Society*

The following is an ordinary resolution in accordance with the by-laws of the Society on the **[INSERT DAY]** day of **[INSERT MONTH]**

Why would you like to dissolve the Undergraduate Pharmacy Society? Provide rationale and a tentative dissolution date in your response.

Be it resolved that the Undergraduate Pharmacy Society requests to dissolve the Society in accordance with Article 14 of the Constitution.

Dated this **[INSERT DAY]** of **[INSERT MONTH]**, **[INSERT YEAR]**  
**Undergraduate Pharmacy Society**

\_\_\_\_\_  
UPS President's Name

\_\_\_\_\_  
UPS President's Signature

\_\_\_\_\_  
Faculty Advisor's Name

\_\_\_\_\_  
Faculty Advisor's Signature

Note that no resolution has effect until passed via a motion by the Undergraduate Pharmacy Society.