

Call to Order – 5:30 pm October 15, 2014 | Forum Chambers

The Board of Directors acknowledged that the meeting was being conducted on the Unceded Coast Salish Territories of the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 1. Appointment of the Chair

### MOTION BOD 2014-10-15:01

Bueckert/Amended Bueckert

*Be it resolved to* appoint Shirin Escarcha – Communications, Art, and Technology Representative as chair of BOD 2014-10-15

**CARRIED**

## 2. Roll Call of Attendance

### Board of Directors

President ..... Chardaye Bueckert  
Vice President External Relations..... Darwin Binesh  
Vice President Finance ..... Adam Potvin  
Vice President Student Life..... Kayode Fatoba  
Vice President Student Services..... Zied Masmoudi (*late*)  
Vice President University Relations ..... Moe Kopahi (*late*)  
At-Large Representative.....Jeremy Pearce  
At-Large Representative..... Rebecca Langmead  
Faculty Representative (Arts & Social Sciences) ..... Brady Wallace  
Faculty Representative (Communication, Art & Technology) ..... Shirin Escarcha  
Faculty Representative (Education) ..... Katie Bell  
Faculty Representative (Health Sciences) ..... Ayla Kooner  
Faculty Representative (Sciences) ..... Deepak Sharma

### Society Staff

Build SFU General Manager ..... Marc Fontaine  
Executive Director ..... Colleen Knox  
Finance Coordinator.....Vanessa Kwong  
Campaigns, Research, and Policy Coordinator..... Pierre Cassidy  
Minute Taker ..... Dion Chong

### Guests

Member ..... Crystal Rivere  
Council Chair..... Kathleen Yang  
Chief Electoral Officer .....Stephanie Munez  
The Peak..... Melissa Roach  
The Peak..... Leah Bjornson

### Regrets

Faculty Representative (Business)..... Shadnam Khan

### Absence

Faculty Representative (Applied Sciences)..... Ben Rogers  
Faculty Representative (Environment)..... Tesicca Truong

## 3. Adoption of the Agenda

### MOTION BOD 2014-10-15:02

Fatoba

*Be it resolved to adopt the agenda as amended.*

*Fall kickoff debrief discussion item struck. IEC billable hours motion added. FASC IEC Fall Referendum motion added. In camera struck in favour of in camera session during the auditor RFP motion.*

**CARRIED AS AMENDED**

**4. Ratification of Regrets**

**MOTION BOD 2014-10-15:03**

Wallace

*Be it resolved to ratify regrets from:*

Faculty Representative (Business) ..... Shadnam Khan (*illness*)

**CARRIED**

**5. Matters Arising from the Minutes**

**MOTION BOD 2014-10-15:04**

Langmead

*Be it resolved to receive and file the following minutes omnibus:*

*ADV 2014-09-18, 2014-09-25, 2014-10-02*

*BOD 2014-10-08*

*FASC 2014-09-25*

*GC 2014-10-01*

*SCC 2014-09-23*

**CARRIED**

**6. Appointments/Resignations**

**a. Auditors Request For Proposal**

**MOTION BOD 2014-10-15:05**

Langmead

*Be it resolved to move in camera with staff and management*

**CARRIED**

After all guests left the space, the Finance Coordinator provided an overview of the RFP process conducted by the Finance Office and the criteria used in the screening process. A redacted document was presented to the Board outlining the Office's findings. Clarity was provided around the role of an auditor vis-à-vis that of a forensic auditor.

**MOTION BOD 2014-10-15:06**

Bueckert

*Be it resolved to move ex camera*

**CARRIED**

**MOTION BOD 2014-10-15:07**

**Bueckert/Amended Bueckert**

*Whereas* the Society has conducted a request for proposal for audit services for the 2014-2015 fiscal year ending April 30, 2015;

*Be it resolved that* the Board of Directors recommend Tompkins, Wozny, Miller & Co. to the Annual General Meeting for the appointment of the auditors for the year ended April 30, 2015

The Finance Office was commended for the thoroughness of the work of both coordinators in handling the RFP process and the quality of information provided to the Board of Directors.

*Finance Coordinator left at 6:03pm*

**CARRIED AS AMENDED**

**b. Billable Hours for the IEC**  
**MOTION BOD 2014-10-15:08**

Kopahi/Amended Potvin

*Be it resolved to* cap the number of Independent Electoral Commission billable hours by the Chief Electoral Officer at 150 hours and Commissioners at 15 hours each for the upcoming referendum.

A discussion was desired for the total number of hours necessary to be provided to the IEC given that the upcoming referendum period was projected to contain only a limited number of referendum questions and would not have any campaigning. The Vice President Finance recommended that each commissioner be restricted to 15 hours, which would limit the financial impact of the stipends for the Fall 2014 Referendum.

The policies only include a ceiling for the number of hours available, which the Vice President Finance expected that the IEC would find unnecessary work to do in order to maximize hours. The Chief Electoral Officer indicated that candidates for the commission were selected with an expectation that they fulfill the 60 budgeted hours, and many have left other opportunities to take on the volunteer role.

Commissioners are scheduled by the Chief Electoral Officer, and it was expressed that the Board should trust the CEO to adequately provide the latitude for the Chief Electoral Officer to do their job as the head of an independent body. However, the board was reminded that the IEC was provided with a stipend for its volunteer services, not as a job.

**MOTION AMENDED**

Concern was expressed that limiting the number of hours available to the commission may limit the efficacy of the commission, as it may reduce the incentives for skilled commissioners to return. There was concern of volunteer contributions seen from a purely financial lens.

However, issues were also raised around the principle of providing excessive funding in contrast to the demand from the coming referendum period.

The board was also reminded that it approved the referendum with an understanding of the required costs. Additionally, the creation process of R-17 Elections provided the opportunity for the board to create such limits for referendum-only periods well in advance of the discussion at hand.

**QUESTION CALLED**

Bueckert

**CARRIED**

Opposition noted from Kopahi and Fatoba

**c. Appointment of Electoral Commissioners**

**MOTION BOD 2014-10-15:09**

Kopahi

*Whereas* 4 Independent Electoral Commission Commissioners are needed for the Fall 2014 referenda;

*Be it resolved* to appoint Lindsay Shepherd, Prabjit Bassi, Jaslene Haer and Ali Najaf to the Independent Electoral Commission as Commissioners for the Fall 2014 Referenda for the term October 15 - November 30, 2014.

14 applications were received by the Chief Electoral Officer. Applicants without complete application packages were not considered. 7 were interviewed, and individuals were screened for their participation in other Student Society to avoid any potential conflicts of interest, particularly for their association with any incoming referendum questions.

**CARRIED**

**d. Build SFU Administrative Assistant Hiring Committee**

**MOTION BOD 2014-10-15:10**

Langmead

*Be it resolved* to reconsider MOTION BOD 2014-10-08:07

**CARRIED**

**MOTION BOD 2014-10-15:11**

Kopahi

*Be it resolved* to appoint At-Large Representative Rebecca Langmead as the regular member of the Build SFU Administrative Assistant Hiring Committee, with Moe Kopahi – Vice President University Relations as alternate.

Kopahi wished to ensure that other board members have the opportunity to serve on hiring committees, given their past experience on such committees.

**7. Reports from Executives and Department Representatives**

**Communications, Art, and Technology Representative**

- Primarily administrative work

**President**

- Travelled to Surrey to deliver the SFSS report to the Select Standing Committee on Finance and Government Services
  - The submission was well received by the committee members
- Engaging with changes to the BC Societies Act
- Attended a GSS-organized meeting with the Advanced Education Critic.

- Handling a number of human resource issues as Staff Liaison Officer
- Held a Remunerations Advisory Committee meeting on childcare policy and stipend procedure

#### **Vice President External Relations**

- Attended Alliance of British Columbia Students board meeting on behalf of Executive Committee.
- Working with ADV and CPR
  - CPR – any recommendation on policy will be collected via the CRP Office for continuity.
- Large number of emails

#### **Vice President Student Life**

- Has been organizing the clubs forum to engage in dialogue with club executives
- Joint Welcoming Committee – hoping for the SFSS to be able to take part in the admission packages received by students.
- Following up on joint operations
- International Students Group elections were imminent

#### **Vice President Student Services**

- Continued work on the Guard.me issue with both the company and the university administration
- Organizing the annual general meeting
- Attended the UPass Advisory Committee Meeting
- Met with the Ombudsperson as part of the service review
- Developing a proposal for submission to Commercial Services Committee

#### **Vice President Finance**

- Wrote a stipend procedure for board review soon, as well as proposal for clean energy investments
- Financial requirements policy writing
- Managing Residence elections

#### **Vice President University Relations**

- AGM promotion
- Speaking to departments about SFU nightline, which would relaunch next semester.
- Reviewing RFP for SFU central communications system

#### **Education Representative**

- Work on Halloween pub night with At-Large Representative Langmead
- Assisting with the Education Student Association
- Administrative work
- RHA liaison work

#### **Health Sciences Representative**

- Working with Women's Centre and Health Sciences Undergraduate Student Union on the Angel Tree initiative
- Administrative work
- Committee work
- Promoting Halloween pub night and AGM

#### **Arts and Social Sciences Representative**

- Provided an electronic update on the BC Open Textbook programme to clubs and student unions
- Meeting with DSUs, including Philosophy
- Emailing DSUs on governance reform
- Editing Taskforce for Flexible Education survey which will be distributed soon
- Young Innovators Crawl work

#### **At-Large Representative Pearce**

- Working on Mental Health First Aid – dealing with last minute dropouts – 21 participants completed the programme
- A number of accessibility projects launch next week – also promoting AGM
- Drivers for Change event seeking support from student leaders

#### **Sciences Representative**

- Attended Granting Committee meetings
- Attended CPR and received feedback on FSU constitution and bylaws
  - Student Union Organiser was credited for significant support on the document.
- Surrey Campus Committee had the first successful pub night
- SCC by-elections on October 25<sup>th</sup> for vacant positions
- Met with SFU Surrey administration – productive meeting on to discuss SFSS space

#### **At-Large Representative Langmead**

- Organizing the Halloween pub night
- Met with GRID to discuss next steps – ADV will be considering townhall meeting on the issue.
- AGM – had the opportunity to speak to each athletic team individually

### **8. Reports of Committees, Representatives, and Delegates**

#### **MOTION BOD 2014-10-15:12**

Bueckert

*Be it resolved to* strike reports from committees, representatives, and delegates from the agenda.

**CARRIED**

#### **MOTION BOD 2014-10-15:13**

Bueckert/Amended Pearce

*Be it resolved that* all future reports from Department Representatives, Executives, Committees, Representatives, and Delegates be submitted to the minute taker in writing on the day of Board meetings.

The Board was reminded that the Board Meeting was the venue for updates from board members and committees to ensure fiscal responsibility and cross-collaboration.

**MOTION WITHDRAWN**

**9. New Business**

**a. R-17 Elections**

**MOTION BOD 2014-10-15:14**

Langmead

*Be it resolved to* approve R-17 Elections as presented.

The item has been on the board agenda for many weeks and was extensively reviewed by CPR.

**CARRIED**

**b. Board of Directors Summer 2014 Work Reports**

**MOTION BOD 2014-10-15:15**

Langmead

*Be it resolved that* the SFSS Board of Directors Summer 2014 work reports be received, accepted, and filed.

A number of submissions were still sought from board members.

**POSTPONED TO NEXT BOD**

Bueckert

**c. FASC – IEC Fall Referendum Budget Increase**

**MOTION BOD 2014-10-15:16**

Potvin

Whereas funds are required to sustain the upcoming Fall referendum;

Whereas FASC 2014-10-09 recommends the following;

*Be it resolved to* approve the following increases for the upcoming referendum:

930/25 - IEC Stipends - 7,000

940/25 - CPP/WCB - 225

STIPENDS - 7,225

700/25 - Advertising - 2,500

705/25 - Telephone - 124

715/25 - Printing/Copies - 500

720/25 - Office Supplies/Expenses - 250

820/25 - Campaign Expenditures - 2,500

EXPENDITURES - 5,874

As a result of earlier motions, stipends will be adjusted. Campaign expenditures would be decreased after the referendum was complete.

**CARRIED**

**d. Changes to the BC Societies Act  
MOTION BOD 2014-10-15:17**

Langmead

*Be it resolved to* approve the attached submission regarding the proposed changes to the BC Societies Act as recommended by Executive Committee 2014-10-15.

The BC Government has proposed changes to the BC Societies Act, which governs organizations such as student unions. The President was made a request to submit a letter to the Financial and Corporate Sector Policy Branch of the BC Ministry of Finance on the matter.

Areas of concern to the Society were highlighted in the letter:

- Section 66 Membership – The consultation process was currently open and the SFSS would seek clarity on the ambiguous language surrounding membership.
- Section 99 – allows any member of the general public to sue Societies for acts “not in the public interest”, which fundamentally conflicted with the Student Society’s role as a member-driven advocate for the interest of its membership.
  - This would open the organization to frivolous litigation from individuals who may not even be a member of the SFSS

Financial accountability protocol strengthening was identified as something highly desirable, but clarity was sought in these particular sections.

**CARRIED**

**10. Discussion**

**a. Childcare Plan Endorsement  
MOTION BOD 2014-10-15:18**

Pearce/Amended Bueckert

*Whereas* the Women’s Centre is governed by a collective;

*Whereas* the Women’s Centre is a department of the SFSS;

*Be it resolved that* the SFSS to submit a letter of support for the \$10 a Day Childcare Plan.

The Women’s Centre would also be invited to submit its own letter of support on the campaign or to collaborate with the Board on a unified document.

**Action Item:** Vice President External Relations would draft the letter



**QUESTION WAS CALLED**

Langmead

**CARRIED AS AMENDED**

**b. SFU Senate Student Caucus Request**

A Conflict of Interest was declared from the members of the Senate who also served on the Board of Directors. A non-Board and non-staff member of the senate would be invited to speak at the next Board meeting.

**POSTPONED TO NEXT BOD**

Fatoba

**11. Attachments**

[REDACTED] 1415 Audit RFP Results.xls  
2014\_07\_18\_elections\_policy.docx  
Senate Caucus Letter.pdf

**12. Adjournment 6:59pm**

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DC /CUPE 3338









# Original

## R-17: Elections and Referenda

The terms of Rule 17 shall be understood to apply equally to any election or referendum vote. Any language in this policy that refers to “candidate” shall be understood to apply equally to any organized referendum campaign, or a member of a referendum campaign side.

### 1. Definitions

- a. Appeal  
A re-hearing based on new factual information.
- b. Campaign Materials  
Anything designed to promote or to raise awareness of the candidacy of an individual.
- c. Campaign Infractions  
Infractions shall include, but shall not be limited to:
  - i. Failure to adhere, in whole or in part, to
  - ii. Simon Fraser Student Society policies or by-laws.
  - iii. Requirements specified in the Candidate Handbook.
  - iv. Independent Electoral Commission rulings.
  - v. Unsolicited social media or email list messaging, or ‘spamming’ by a candidate or their designate.
- d. Campaigning  
Including, but not limited to, any public advertising or communication that promotes a candidate, in print or online, that has been approved by the Independent Electoral Commission.
  - i. Activities such as distribution of written or printed material, posting banners or posters, and public or classroom speaking shall be considered as campaigning.

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ii. Online campaigning shall be defined as using personal or candidate group web pages, social media, email, or other electronic digital media for the purpose of directly soliciting votes by a candidate for that candidate.

e. Complainant  
Simon Fraser Student Society members or candidates who file a complaint.

f. Candidate

i. Any member whose nomination form has been received and verified by the Independent Electoral Commission in compliance with the terms of by-law 14.

ii. Any candidate may campaign within an identifiable group of candidates whose campaign is based on the same electoral platform.

g. Electoral Platform

The set of aims, principles and proposals made public by a candidate or group of candidates before an election.

h. Electronic Voting

A closed, secure electronic voting system that replaces paper ballots with electronic ballots.

i. Email

Any and all means of electronic messaging where the sender intends a specific recipient or group of recipients.

j. Frivolous Complaint or Appeal

A complaint or appeal not based in fact; inconsequential; no substantial proof or impact on electoral processes or outcomes.

k. In Writing

Written communication including printed or electronic text.

l. Penalties

Directed actions, fines, or disqualification imposed on a candidate by the Independent Electoral Commission.

i. Directed actions, as defined by the Independent Electoral Commission in the Candidate Handbook, for actions that are inconsistent with the terms outlined in the Candidate Handbook.

ii. Fines, as defined in the by-laws, for policy violations that do not result in any probable impact on the legitimacy of the vote in the judgment of the Independent Electoral Commission.

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- iii. Disqualification for actions that clearly indicate infractions of policy or the by-laws that are demonstrable in fact, and which, in the judgment of the Independent Electoral Commission, compromise the legitimacy of the vote.

## 2. The Independent Electoral Commission

- a. The Independent Electoral Commission shall include:
  - i. The Chief Electoral Officer / Chief Commissioner
  - ii. Four other Commissioners
- b. Term of Office
  - i. The Simon Fraser Student Society shall appoint Commissioners to the Independent Electoral Commission to work with the Chief Electoral Officer to organise and conduct an election, by-election or referendums. The term shall end when the final results of the vote have been approved by the Board.
  - ii. All members of the Independent Electoral Commission must be Simon Fraser Student Society members in good standing.
- c. Duties and Responsibilities  
The terms of Bylaw 14 indicate the levels of authority, responsibility and independence of the Independent Electoral Commission and of the Chief Electoral Officer.
- d. The Simon Fraser Student Society shall include information about the Independent Electoral Commission and Chief Electoral Officer in its promotional materials such as the Handbook, and during Board, Council and student orientations when appropriate.
- e. The Simon Fraser Student Society shall provide an office out of which the Chief Electoral Officer and Independent Electoral Commission shall operate.
- f. The Simon Fraser Student Society shall provide the Chief Electoral Officer with a cell phone for periods when elections, by-elections or referenda are scheduled.

## 3. The Chief Electoral Officer

- a. The Simon Fraser Student Society shall retain a member in the office of Chief Electoral Officer at all times to provide the following services:

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1. Coordinate Simon Fraser Student Society elections, by-elections and referenda.
2. Provide research and advise the Board and its committees on matters related to electoral policy and procedures.
3. Upon request, the Chief Electoral Officer may oversee the elections of Department Student Union, Club or other campus constituency or community groups.
  - i. The Chief Electoral Officer has no obligation to provide election oversight in these circumstances and may not do so during the Simon Fraser Student Society's election, by-election or referendum periods, or when they are unavailable at the scheduled time of the election under consideration.
  - ii. The Chief Electoral Officer may accept an honorarium from the group in these circumstances.
- b. The Chief Electoral Officer shall oversee other Simon Fraser University campus constituency or community group elections as required in any existing signed agreements between the Simon Fraser Student Society and the other party.
  - i. The Independent Electoral Commission shall conduct these elections in compliance with Simon Fraser Student Society policy requirements unless the group concerned has specific policy or by-laws regulating its elections.
  - ii. The Chief Electoral Officer may, at their own discretion, provide election oversight in these circumstances during the Simon Fraser Student Society's election, by-election and referendum periods.
  - iii. The Simon Fraser Student Society shall budget a specific contingency amount of \$150 per semester for use under these circumstances.
- c. The Chief Electoral Officer shall have the right to attend and speak at Board, Council and committee meetings but shall not be entitled to vote on any matter before these bodies. She or he shall be accorded the respect paid to officers of the Society.

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#### 4. Appointments

- a. The Board must appoint a full Independent Electoral Commission no later than two (2) weeks before nominations open for a General Election or by-election.

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- b. The Independent Electoral Commission must have met at least once before nominations open for a General Election or by-election.
- c. Advertisements for candidates for appointment to any positions on the Independent Electoral Commission, including the Chief Electoral Officer, must be posted at least two (2) weeks prior to the date(s) of the Board meeting(s) on which appointments will be made.
  - i. Where practicable, one advertisement may be posted for all appointments to the Independent Electoral Commission.
- d. Calls for candidates must include advertisement in the following media:
  - i. The Peak newspaper
  - ii. Posters
  - iii. Simon Fraser Student Society website
  - iv. Simon Fraser Student Society social networking sites
- e. All advertisements for candidates must include a link to the Independent Electoral Commission website where the following information shall be posted in detail:
  - i. Accurate descriptions of the positions and responsibilities of the Chief Electoral Officer and Commissioners
  - ii. Approximate time requirements for service in these positions
  - iii. Remuneration
- f. The Chief Electoral Officer shall be appointed to a one-year term commencing December 1st.
  - i. If any vacancy occurs during the term of office, the Board shall appoint a replacement for the remainder of the outgoing Chief Electoral Officer's term.
  - ii. If there is a Student Society election or by-election period underway that is scheduled to extend beyond November 30th, the Chief Electoral Officer's appointment will be extended to the date on which that election period is completed.
- g. The Board shall appoint a Chief Electoral Officer at a meeting held at least three (3) weeks prior to the commencement of the Chief Electoral Officer's term of office.

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- i. All applicants shall provide a written statement in support of their candidacy to the President for inclusion on the Board agenda at least three (3) business days prior to the Board meeting at which an appointment will be made.

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- ii. All applicants shall be interviewed at the Board meeting at which the Chief Electoral Officer will be appointed, provided applicants are available to attend.
- iii. The Board shall appoint a Chief Electoral Officer by two-thirds (2/3) majority vote.
- h. The Chief Electoral Officer shall work with the Board to advertise a call for candidates for the positions of Commissioner at least two weeks prior to the date(s) on which the positions will be appointed.
  - i. The Chief Electoral Officer shall be responsible for:
    - 1. Interviewing candidates for the positions of Commissioner.
    - 2. Recommending candidates for the positions of Commissioner to the Board for ratification.
    - 3. The Board shall approve the recommendations by a two-thirds (2/3) majority vote except where strong opposition based in fact are raised.

## 5. Remuneration

- a. The Chief Electoral Officer
  - i. The Chief Electoral Officer shall receive a stipend for up to one-hundred-fifty (150) hours of work during any election period.
  - ii. Payment will commence when the hiring process for the Deputy Commissioners begins.
  - iii. The stipend shall be paid biweekly and administered on an hourly rate equivalent to that paid to Simon Fraser Student Society executive directors.
  - iv. The Chief Electoral Officer will maintain a timesheet and shall provide it to the VP Finance on a weekly basis until the end of the Chief Electoral Officer's term.
    - 1. If, in the estimation of the majority of the other Commissioners, the Chief Electoral Officer has not sufficiently fulfilled the duties and responsibilities of their position, the Commissioners shall recommend the amount to be deducted from the Chief Electoral Officer's stipend to the Simon Fraser Student Society VP Finance.

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2. The Chief Electoral Officer may appeal in writing to the Stipend Appeals Committee, a decision to reduce a stipend payment for their position.
- v. A stipend contingency fund of \$750 will be budgeted and available for required work above this threshold and administered at the same hourly rate.
    1. Where warranted, the Chief Electoral Officer may make a request to the Stipend Appeals Committee for additional compensation in advance of the performance of required work once the full stipend and contingency fund have been depleted.
- b. Other Commissioners
- i. Commissioners shall receive a stipend for up to sixty (60) hours of work during any election period.
  - ii. Payment will commence with the first meeting of the Independent Electoral Commission.
  - iii. The stipend shall be paid biweekly and administered on an hourly rate equivalent to that paid to Simon Fraser Student Society Faculty and At-Large directors.
  - iv. Commissioners shall maintain timesheets and shall provide them to the Chief Electoral Officer on a weekly basis until the end of their term on the Independent Electoral Commission. The Chief Electoral Officer shall provide approved timesheets to the Simon Fraser Student Society VP Finance.
    1. If in the Chief Electoral Officer's estimation, any Commissioner has not sufficiently fulfilled the duties and responsibilities of their position, the Chief Electoral Officer shall recommend the amount to be deducted from the Commissioner's stipend to the Simon Fraser Student Society VP Finance.
    2. A Commissioner may appeal, in writing to the Stipend Appeals Committee, a decision to reduce a stipend payment for their position.
- c. A stipend contingency fund of \$500 will be budgeted and available for required work by any or all Commissioners above this threshold and administered at the same hourly rate.
- i. This fund may be used at the discretion of the Chief Electoral Officer.

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- ii. Where warranted, the Chief Electoral Officer may make a request to the Stipend Appeals Committee for additional compensation in advance of the performance of required work to be done by Commissioners once full stipends and the contingency fund have been depleted.

## 1. Independent Electoral Commission Website

- a. The Chief Electoral Officer shall have full access to the Simon Fraser Student Society Independent Electoral Commission website to upload information and to maintain up-to-date information.
- b. The Independent Electoral Commission website shall contain, but not be limited to:
  - i. All formal notices and information as stipulated and required in the relevant by-laws of the Society.
  - ii. Student Simon Fraser Student Society election policy, by-laws, relevant administrative policies notably AP-1.1, and the Candidate Handbook.
  - iii. An explanation of the role and jurisdiction of the Independent Electoral Commission and a list of its members.
  - iv. Questions going to referendum.
  - v. Information about and platforms of all candidates and referendum campaigns.
  - vi. Up-to-date election results.

## 2. Referenda

- a. The Independent Electoral Commission shall authorize one official “Yes” side and one official “No” side to campaign on a referendum question.
  - i. All applications must be received within two (2) weeks from the date on which the Independent Electoral Commission announcement of a referendum is made public.
- b. If the Simon Fraser Student Society Board wishes to run a campaign in favour or against any referendum, it must apply to the Independent Electoral Commission to officially register its campaign.
- c. The campaign budget for any approved referendum campaign shall be \$300 for the cost of printed materials, all of which will be reimbursed by the Simon Fraser Student Society.

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- d. No referendum campaign shall be permitted to endorse any candidate or group of candidates running for office.
- e. Candidates shall be permitted to endorse referendum campaigns.

### 3. Notice of Election

- a. Two weeks prior to the opening of nominations, the Independent Electoral Commission shall publicize the upcoming elections according to the requirements of bylaw 14.9 as well as in the following media:
  - i. A full-page advertisement or feature in the Peak newspaper that includes the following information briefly and in clear language:
    - 1. The nomination process.
    - 2. Board or Council portfolio descriptions.
    - 3. Time commitments for serving on the Board or Council.
    - 4. Remuneration for each available Board or Council position.
    - 5. A statement of the opportunities and benefits of student involvement with the Student Simon Fraser Student Society.
    - 6. Links to both the Simon Fraser Student Society and Independent Electoral Commission websites for detailed information.
  - ii. A posting on the Simon Fraser Student Society's social media sites directing Society members to the Independent Electoral Commission website for access to the same information.
  - iii. An email to all Simon Fraser Student Society members providing a link to the Independent Electoral Commission website.

### 4. Nominations

- a. The Independent Electoral Commission shall:
  - i. Provide written information to all candidates and nominators about the Simon Fraser Student Society election policy; Administrative Policy 1: Absence, Leave and Resignation, section 1 and relevant by-laws.
  - ii. Require all candidates to give written consent for the Simon Fraser Student Society and the University to exercise the terms of Administrative Policy 1.1 and by-law 5 requiring proof of student registration status if elected to office.

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- iii. Distribute a Candidate Handbook to all candidates highlighting electoral rules and policies of special interest.
- b. Prior to the close of nominations, the Independent Electoral Commission shall hold all submitted nominations in confidence except where candidates consent to public release of their nomination.

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## 10. Campaigning

- a. The campaign period shall run for two (2) weeks prior to voting and shall cease at midnight on the day prior to the commencement of voting.
- b. The Independent Electoral Commission shall have the right to adjudicate the limits to which campaigning definitions may be applied within the confines of the Society's policies and by-laws.
- c. Internet Communications

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- i. Any website or Facebook group designed to promote a candidate must be open to all Simon Fraser Student Society members except for a candidate's personal profile page.
- ii. Unsolicited social media or email list messaging, "spamming," is not permitted.
- iii. During the voting period, candidates are not permitted to approach students in computer labs, or to approach students with a laptop or other internet accessing device in order to solicit votes from students on the candidate's device.

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- d. No campaigning shall occur until the Chief Electoral Officer officially opens the campaign period.
- e. Campaigning is not permitted during the voting period.
- f. Campaigning shall not be permitted in designated "Simon Fraser Student Society spaces" and campus spaces that have restricted entry. A list of such spaces shall be provided in the Candidate Handbook.

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## 11. All Candidates Debates

- a. The Independent Electoral Commission shall organize, promote and advertise at least one all-candidates debate during the campaign period on each of the Surrey and the Burnaby campuses.

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- i. Debates will be advertised at least one week in advance on all campuses in at least two (2) of the media required for providing notice of election.

## 12. Campaign materials

- a. Campaign materials:
  - i. May endorse only one (1) candidate.
  - ii. Must be clearly confirmed as the candidate's materials by the candidate in the Independent Electoral Commission approval process before being distributed or displayed.
- b. An identifiable group of candidates whose campaign is based on the same electoral platform may not combine resources to produce campaign materials or to endorse other candidates.
- c. The Independent Electoral Commission shall include language in the Candidate Handbook that regulates the production and use of all printed and handmade campaign materials.
- d. The Independent Electoral Commission shall have the right to adjudicate issues related to the distribution, production and content of campaign materials.
- e. Simon Fraser Student Society resources, including that of staff and Directors' time, may not be used to produce campaign materials for candidates.
- f. This will not affect referendum questions where the Board of Directors has registered an official side.
- g. Candidates must remove campaign materials from display to the satisfaction of the Commissioners by midnight on the last day of campaigning. Failure to do so may result in a penalty imposed by the Independent Electoral Commission.

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## 13. Campaign Expenses

- a. Candidates shall be limited to a campaign budget of \$50, all of which the Simon Fraser Student Society will reimburse after the conclusion of the election.
- b. Candidates will receive a maximum \$50 credit for printing at the Simon Fraser Student Society Copy Centre as part or all of their overall budget of \$50.

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- c. Candidates and referenda sides must submit a detailed expense tally, including receipts, to the Chief Electoral Officer no later than 72 hours after the close of the voting period in order to be reimbursed for their campaign expenses.
  - i. The candidate must submit a signed written statement only if the credit for Copy Centre services was used. No expense submission will be required.

#### 14. Campaign Infractions and Appeals

- a. The Independent Electoral Commission shall adjudicate any perceived infractions of electoral policy.
  - i. In order to be considered, official complaints must be submitted to the Independent Electoral Commission in writing on a form provided by the Independent Electoral Commission, citing the factual basis on which the complaint is based.
  - ii. The Independent Electoral Commission shall have the right to reject complaints deemed frivolous or invalid.
- b. The Independent Electoral Commission shall begin the adjudication process within twenty-four (24) hours, or on the next business day, following receipt of a complaint.
- c. Complaints shall be considered in the following manner:
  - i. Breaches of established procedures indicated in the Candidate Handbook or failure to comply with direction or rulings from the Independent Electoral Commission on matters that are not based on infractions of policy or the bylaws, shall be handled directly by the Independent Electoral Commission. Decisions shall be communicated to the parties in writing.
  - ii. The Independent Electoral Commission shall conduct a public meeting with the complainant and the candidate(s) in question to hear a complaint that is based on policy infractions or a breach of the bylaws.
  - iii. The Independent Electoral Commission retains the right to conduct its deliberations *in camera*.
- d. The Independent Electoral Commission shall rule on and impose penalties for infractions that were found to be based in fact, and shall communicate its decision to the candidate(s) in writing within forty-eight (48) hours of the hearing.

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- i. The Independent Electoral Commission may impose penalties on candidates.

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e. Appeals

- i. The Independent Electoral Commission shall have the right to reject an appeal application that is deemed frivolous or invalid.

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- ii. Candidates who have been penalized for campaign infractions may appeal to the Independent Electoral Commission only under the following circumstances:

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- 1. Within forty-eight (48) hours of an Independent Electoral Commission decision to issue a penalty or disqualify a candidate, the candidate concerned must serve notice, in writing, to the Independent Electoral commission of his or her intention to appeal.

- 2. The candidate shall have forty-eight (48) hours from the time notice of intent to appeal is served to submit a statement of fact to support the candidate's basis for the appeal.

- 3. An appeal hearing will only be conducted in cases where there is new factual information or evidence available to consider.

- iii. The Independent Electoral Commission may consult with professional or independent sources when evaluating the merit of an appeal.

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- iv. The Independent Electoral Commission shall issue a binding decision declaring whether or not the penalty or disqualification is upheld.

- v. The decision must be returned before the Board can ratify the results of the election.

15. Voting

a. Ballots

- i. The Independent Electoral Commission shall be responsible for designing the ballots.

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- ii. Ballots shall include the name of the candidate and the position for which they are running.

- iii. No platform information or identifier will be included on the ballot other than the candidate's name.

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- iv. Ballots listing only one candidate will be marked with 'Yes' and 'No' options.

b. Online Voting

- i. Simon Fraser Student Society elections shall be conducted through online voting using the SFU WebSurvey program or an equally secure and accessible online program.
- ii. Links to electronic ballots must be sent to all eligible student voters by email and posted on the Independent Electoral Commission website.

c. Tabulation of Votes

- i. Online votes shall be tabulated as soon as possible upon the closing of polls, and the unofficial results promptly announced in a public location and posted on the Independent Electoral Commission website.

- d. The Independent Electoral Commission shall approve a maximum of three (3) scrutineers by lottery to observe the tabulation of the vote on behalf of all candidates.

**16. Election Reporting**

- a. The Chief Electoral Officer shall submit a written report of the official election results and referenda outcomes to the Board of Directors for ratification as soon as all processes are completed.
- b. The Chief Electoral Officer shall provide a written report of the official election results and referenda outcomes to the Finance Office before the commencement of the next semester.
- c. The Chief Electoral Officer shall create and present a comprehensive election report to the incoming Board within the first month of their assumption of office. The report shall contain the following:
  - i. The official results of the election and referendum questions.
  - ii. A financial statement outlining the cost of the election.
  - iii. A summary of all relevant issues arising from the election.
  - iv. Suggestions for improvement of future elections.
  - v. Any other relevant information deemed necessary.

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# Proposed

## R-X: Independent Electoral Commission

1. A full Independent Electoral Commission must be established no later than two (2) weeks before nominations are called for a general election or by-election.
2. The Society shall provide an office for the Independent Electoral Commission.

### Appointments

3. Calls for candidates to all Independent Electoral Commission positions must:
  - a. be advertised (at least):
    - i. on the Independent Electoral Commission website, and include:
      1. the duration of the appointment,
      2. the nature and scope of the work, and
      3. the date and time of the Board meeting during which the applicants will be interviewed and selected,
    - ii. in the student newspaper newspaper,
    - iii. as posters on SFU approved bulletin boards on all three campuses,
    - iv. on all available Society web-based communications tools, and
  - b. be posted at least two (2) weeks prior to the date of the first Board meeting during which interviews will be heard and appointments decided.

### Chief Electoral Officer

4. Council will make a binding recommendation to Board to appoint a Chief Electoral Officer to a one-year term commencing on December 1<sup>st</sup> of every calendar year.
5. All applicants shall be interviewed at a Board meeting during or prior to which the Chief Electoral Officer will be appointed.
6. The Board shall appoint a Chief Electoral Officer by two-thirds (2/3) majority vote, held by secret ballot and in camera, from among the eligible applicants interviewed.
  - a. The Board shall appoint a replacement in the same manner in the event the Chief Electoral Officer vacates his/her/zir position prior to the end of his/her/zir term.

### Commissioners

7. The Chief Electoral Officer shall make a binding recommendation to Board to appoint commissioners for a term lasting from two weeks prior to an election to the approval of the final election results by the Board.

### Responsibilities

#### Chief Electoral Officer

8. Coordinates the elections, by-elections, and referenda of the Society.

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9. Faculty Student Unions, Department Student Unions, Clubs, and SFSS recognized constituency groups may request that the Chief Electoral Officer coordinate their elections.

- a. The Chief Electoral Officer may do so subject to Board approval, though not while coordinating the elections, by-elections, and referenda of the Society.
- b. The Chief Electoral Officer may accept an honorarium from these groups under these circumstances.

10. The Chief Electoral Officer, in consultation with the Communications Coordinator, must ensure that the Independent Electoral Commission website is kept up to date.

11. The Chief Electoral Officer will maintain and ensure the distribution of the Elections Handbook to all candidates and campaigns.

### Commissioners

12. Commissioners shall support the Chief Electoral Officer in the organization and conduct of an election, by-election, or referendum of the Society.

### Stipends and Resources

#### Chief Electoral Officer

13. In recognition of services rendered, the Chief Electoral Officer shall receive a stipend.

- a. It may be for up to one hundred fifty (150) volunteer hours during any election period.
  - i. The Board may increase maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.
- b. It shall be disbursed semi-monthly.
- c. It shall be calculated at an hourly rate equivalent to that of the executive members of the Board of Directors

14. Should the Chief Electoral Officer fail to fulfill his/her/zir duties, the commissioners may, by majority vote, recommend a deduction of the stipend of the Chief Electoral Officer to the VP Finance.

- a. The Chief Electoral Officer may appeal any deduction to his/her/zir stipend to the Stipend Appeals Committee.

15. The Society shall provide the Chief Electoral Officer with a cell phone during election, by-election, and referenda periods.

### Commissioners

16. In recognition of services rendered, commissioners shall receive a stipend.

- a. It may be for up to sixty (60) volunteer hours during any election period.
  - i. The Board may increase the maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.
- b. Disbursed semi-monthly
- c. Calculated at an hourly rate equivalent to that of the faculty and at-large representatives of the Board.

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17. Should any Commissioner fail to fulfill his/her/zir duties, the Chief Electoral Officer may make a binding recommendation that the VP Finance deduct a portion of that commissioner's stipend.

- a. A Commissioner may appeal any such deduction to the Stipend Appeals Committee.

## RX – Elections and Referenda

### Campaigns

1. No campaigning shall occur until the Chief Electoral Officer officially opens the campaign period.
2. No Society, Faculty Student Union, Departmental Student Union, Constituency Group, or Club mailing list or database information shall be used to distribute campaign materials.
3. No campaign materials or activities, irrespective of where or how those campaign materials are distributed or activities held, shall attack the person of any other candidate.
4. Campaigning is not permitted during the voting period.

### Referenda

5. The Chief Electoral Officer must approve referenda campaigns.
  - a. Only one 'for' campaign and one 'against' campaign will be approved.

### Debates

6. The Independent Electoral Commission shall organize and promote at least one all-candidates debate during the campaign period at each of the Surrey and Burnaby campuses, and, if possible, at the Vancouver campus.

### Campaign materials

7. All campaign materials must:
  - a. indicate their authoring candidate or campaign, and
  - b. be approved by the Independent Electoral Commission.
8. No campaign materials may be posted in the Women's Centre, Out on Campus Office, Food and Beverage Spaces, or in the SFSS Office Spaces.
9. With the exception of referenda questions, Society resources, including the time of staff and Board members, may not be used for the purposes of campaigning.

### Campaign Expenses

10. The campaign budgets of any candidate may not exceed \$50.
  - a. The Society will reimburse this cost following the election.
11. The budget for any referendum campaign shall be \$300 for the cost of printed materials.
  - a. The Society will reimburse this cost following the election.

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## Campaign Infractions and Appeals

12. The Independent Electoral Commission shall adjudicate all disputes regarding any breach of election, by-election, and referendum bylaws and policies by the candidates or campaigns on the basis of those bylaws and policies.
13. Complaints must be communicated to the Independent Electoral Commission in writing.
14. Where an infraction is discovered by the Independent Electoral Commission or where a complaint is lodged the Independent Electoral Commission shall:
  - a. begin the adjudication process within one business day of receiving a complaint.
  - b. invite the candidate(s) or campaign in question to speak on their own behalf.
15. The Independent Electoral Commission shall:
  - a. determine, on the basis of the evidence provided, whether or not an infraction was committed,
  - b. determine the penalties for any infractions,
  - c. communicate its decision to the candidate(s) or campaign in writing within two business days of the hearing, and
    - i. include that written record within the Election Report.

## Appeals

16. A complainant may appeal a decision of the Independent Electoral Commission to the Independent Electoral Commission where:
  - a. an intention to appeal a decision is provided to the Chief Electoral Officer, in writing, within two business days of the original decision, and
  - b. new evidence is available.
17. The Independent Electoral Commission shall have the right to reject an appeal application that is deemed frivolous or invalid.

## Voting

### Ballots

18. The Independent Electoral Commission shall be responsible for designing the ballots.

### Online Voting

19. Links to electronic ballots must be sent to all eligible student voters by email, and posted on all Society web-based communication tools, as well as the Independent Electoral Commission website.

### Tabulation of Votes

20. Online votes shall be tabulated as soon as possible
21. The unofficial results shall be promptly announced in a public location and posted on the Independent Electoral Commission website.
22. The Independent Electoral Commission may approve a maximum of three (3) scrutineers by lottery to observe the tabulation of the vote on behalf of all candidates.

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## Election Reporting

23. The Chief Electoral Officer shall submit a written report of the official election results and referenda outcomes to the Board of Directors for ratification.
  - a. Any outstanding appeals to the Independent Elections Commission must be submitted and resolved prior to the ratification of election results.
24. The Chief Electoral Officer shall provide a written report of the official election results and referenda outcomes to the Finance Office before the start of the following semester.
25. The Chief Electoral Officer shall create and present a comprehensive election report to the incoming Board within the first month of his/her/zir taking office. The report shall contain the following:
  - a. The official results of the election and referendum questions
  - b. A financial statement outlining the cost of the election
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