1. CALL TO ORDER

Call to Order – 2:30PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

VP University Relations *(Chair)* ....Jackson Freedman
VP Finance .... Matthew Chow
VP Student Services ....Samer Rihani
Faculty Representative (Applied Sciences)...Kia Mirsalehi
Faculty Representative (Health Sciences)...Christina Loutsik
Ex-Officio ....Jaskarn Randhawa

3.2 Society Staff

Chief Executive Officer...Martin Wyant
Campaign, Research, and Policy Coordinator.............................. Pierre Cassidy
Administrative Assistant.. Nadine Ratu

4. ADOPTION OF THE AGENDA

4.1 MOTION GOV 2018-07-09:01
Matthew/Samer
Be it resolved to adopt the agenda as presented.
CARRIED

5. DISCUSSION ITEMS

5.1 Executive Committee

- The issue at hand is that members are concerned with a power imbalance between the Executive members and the non-executive members of the Board of Directors regarding decision making and passing motions

- Suggestions include for Board meetings to be convened in a timelier manner to make time sensitive decisions as Executive committee was technically made to make decisions when Board cannot call a meeting in an urgent manner, to decentralize decisions from Executive members, for faculty members to have more say in the decisions made in the Executive committee meeting, to make it clear for Board members if any decisions will be potentially passed on to Executive committee, for Executive agendas to be available publicly to establish transparency, and to utilize SLAC more efficiently by creating discussion threads

- The Executive committee Terms of Reference states that the committee should only meet to officially pass on decisions that have already been discussed on at a Board meeting such as to sign agreements
- Potential solutions include making a separate forum outside of the Board meetings, to make sure no discussion items are on the Executive agenda as the purpose of the meetings is to only pass motions that were not passed at Board meetings, to establish that the only time to call an Executive meeting is if it has been passed on as a motion at a Board meeting, and adding provision for faculty members to be able to vote in Executive meetings to equal out the number of Executive members and faculty members in the Terms of Reference

5.2 MOTION GOV 2018-07-09:02
Matthew/Kia

Be it resolved to recommend to the Board of Directors to add all ten non-executive board members as ex-officio members to the executive committee

Be it further resolved to recommend to the Board of Directors to change the line "A majority of voting members constitutes quorum." to "A majority of voting members constitutes quorum, including at least four (4) Executive Officers." in the executive committee terms of reference.

CARRIED

- Two members abstained

5.3 Electoral Reform

- Members discussed issues that have come up during the election period that they have experienced including complaints of harassment, impartiality, inaccurate information about the election, orientation facilitation, and endorsement guidelines
- Some suggestions include to replace IEC that is composed of SFU students to outsourcing a company to avoid conflict of interest, to develop and define a financial accountability system, to classify concerns by category and to consult other universities about their election process
- Committee to put their lists of concerns together and outline a few major concerns that will be submitted to the Campaign, Research, and Policy Coordinator for recommendations, and for Chair to send the committee the election referendum

6. ATTACHMENTS

- 2018 Spring General Election Report - CRPC.pdf

7. ADJOURNMENT

MOTION GOV 2018-07-09:02
Jaskarn/Matthew

Be it resolved to adjourn the meeting at 4:01PM.

CARRIED

2018 SPRING GENERAL ELECTION REPORT

CAMPAIGN, RESEARCH, AND POLICY COORDINATOR

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5. standard SFSS HR practices are followed in appointing the IEC,

6. all candidates attend a basic orientation process,
7. all candidates submit a set of signed forms as part of their nomination package to ensure they have committed to: acting as a director if elected, having their personal information accessed if necessary by the Society for the purposes of determining their eligibility to sit as directors, acknowledging that they having read, understood, and agreed to adhere to all electoral regulations and the *SFSS Board Policies,*
8. the IEC conducts some basic member engagement during each electoral period on the elections,
9. there is a clear, consistent process for administering complaints from candidates, and
10. no unnecessary restrictions are placed on campaigning so as to avoid undermining the visibility of the elections, for instance, campaigning during the voting period.

1.2 VOTER TURNOUT

The following table provides some basic data on voter turnout and voter behaviour – 'voter behaviour' means whether the ballot was cast for a candidate or spoiled.

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Comparisons with previous years are not currently available, as we did not previously have the member registry available to us directly to compare the number of actual voters to the number of eligible voters.

This data should provide a baseline to evaluate future elections and attempts to increase voter turnout.

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2. STRENGTHS

The strengths of the 2018 General Elections follow directly from the amendments to the *SFSS Elections and Referenda Policies*. At a high level, the strengths of the elections are as follows:

1. The elections resulted in the appointment of eligible candidates to all 16 positions on the Board of Directors.
2. No issues arose that risked compromising the legitimacy of the elections as a whole, or the election of any individual candidate.
3. The Society has formal records regarding voter registries, ballots, votes, and nomination packages, which include signed agreements to act as directors and consent forms for personal information and model releases.
4. The Society has weekly and final reports from the IEC on file.
5. The processes included in the policies provide a clear opportunity for improving those processes as a baseline, given feedback from the IEC, staff, Board, and candidates.

3. RECOMMENDATIONS FOR IMPROVEMENTS

A number of issues with the elections were identified, each representing an opportunity for improvement.

3.1 RECOMMENDATIONS FOR IMPROVING THE GENERAL ADMINISTRATION OF THE ELECTIONS

While staff should not, in any way, seek to influence the outcome of an election, it should, support the hosting a good election by planning those elections according to member approved bylaws and Board approved policies, and providing the IEC with oversight and a set of procedures for implementing the plan.

To this end:

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create or amend electoral policies during an election, except as requested by the IEC, or in the case of an emergency.

2. The role of staff, specifically the CRPC, should be broadened to include the planning of the election according to policy, which should include the development of procedures (i.e. step-by-step instructions). Staff will plan elections before they are scheduled to start.

3. The IEC should execute the plan developed by staff, auditing whether that plan meets all the requirements contained in the Society bylaws and policies. The IEC will not author any electoral regulations without Board approval, and only in the case of an emergency.

3.2 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY CRPC

1. Though the policies provide a clear list of processes for the administration of the elections, they do not provide detailed procedures (i.e. step-by-step instructions).

    Recommendation – As described in 3.1, procedures for each process should be developed/reviewed by the CRPC as part of elections planning.

2. Elections are not planned until after their start date. This creates a very compressed and stressful timeline.

    Recommendation – As described in 3.1, the CRPC will plan the elections before they are to be held.

3. In administering the elections, the IEC creates ad-hoc regulations in response to candidate questions and complaints. During the most recent election, two examples are the prohibition of campaigning during the voting period and the prohibition against endorsements. These are difficult to administer and enforce, and have unexpected consequences.

    Recommendation – As described in 3.1, the authority of the IEC to create regulations should be narrowed to require Board approval, and to be available to the IEC only in the case of an emergency.

4. Candidates lodged complaints regarding the behaviour of other candidates, including harassment and defamation.

    Recommendation – As described 3.1, the IEC should be provided with standing operating procedures on how to handle complaints. In cases of poor conduct, the IEC should refer the complaint to the SFU office of student conduct. Moreover, expectations around candidate behaviour and consequences should be further stressed during the candidate orientation session.

5. The combination of elections and referenda into a single set of policies is cumbersome and often requires referenda to be treated as elections in ways that are not appropriate, such as

providing for a Nomination Period.

Recommendation – The CRPC should propose a set of separate election and referenda policies to Governance for review and recommendation to Board.

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   In the future, the bylaws should be revised provide flexibility in the timeline.

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   Moreover, through the Governance Committee, staff and Board will be consulted regarding the information they wish to see in IEC reports, in order to ensure such information is collected.

8. The design of the ballot in Websurvey results in a very complex raw data file, upon which it is very difficult to conduct any data analysis.

   Recommendation – The electoral ballot template should be redesigned and tested by the CRPC to improve this.

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   Recommendation – The Communications Department should consult with SFU to develop a clear set of standards for hanging posters for all types of events, including elections, at all three campuses. The standards should result in a policy and standard operating procedure, the latter of which should include a map of approved locations. A work order should be submitted to the Communications Department to create this

set of standards.

Guidelines for postering should be included in the candidate orientation and candidate handbook.

10. Voter turnout seems low, but no year-over-year comparison is possible, as this is the first year we have access to a voter registry against which voter turnout may be compared.

    Recommendation – The voter turnout report should be generated moving forward to permit comparisons. This will provide an opportunity to assess whether changes to the electoral processes are having positive impacts on voter turnout and engagement (i.e. not spoiling ballots).

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    Recommendation – Generally, the IEC should be subject to the basic SFSS employment standards contained in the *SFSS Personnel Policies*.

    Specifically, scheduling should be planned, supervised, and scheduled accordingly, to ensure all commissioners are, for instance, taking breaks as required by the labour code. This should be done and tracked by the CRPC.

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1. University breaks are disruptive to the elections. For instance, where the reading break falls during the campaign period, a week of campaigning is lost.

    Recommendation – The timeline of an election is entirely regulated by the bylaws (i.e. the bylaws regulate, the order, sequence, duration, and start time of all electoral periods). The schedule for an election should select a timeline that minimizes such disruptions.

    In the future, a targeted bylaw amendment should be submitted to the membership to provide flexibility in the timeline.

2. Engagement initiatives were not planned and booked early enough, and some initiatives were only confirmed a few days before they were scheduled.

    Recommendation – As described in 3.1, elections should be planned by staff in the

semester before the elections, including engagement initiatives.

3. There was a significant number of emails sent to, and demands made by, candidates on the IEC. This required a significant amount of hours be worked by all IEC members at cost to the Society.

    Recommendation – Timelines for responses to questions should be stressed during the candidate orientation sessions and highlighted in the candidate handbook.

    In the future, data should be made available to substantiate such claims regarding work volume, in order to allow for a more focused and effective response.

4. Staff workload related the elections was too large. For instance, the Copy Centre had to work overtime to print candidate posters, and the administration of social media should be an IEC responsibility rather than a responsibility of the Communications Department.

    Recommendation – Timeline for candidate material submission, including posters for printing and candidate platforms for publication on the website, should be set in policy, included in the candidate handbook, and communicated during the orientation.

    The Communications Department should continue to administer all Society social media accounts to ensure access is never at risk, standards are clearly respected, and the proliferation of multiple accounts is prevented.

5. Slates created a toxic atmosphere.

    Recommendation – No evidence is provided in support of this claim. Slates are only a name given to the cooperation of candidates who share a vision for the SFSS. No prohibitions against such cooperation should be created. While policies and procedures should discourage bad behaviour, policies and procedures cannot guarantee good behaviour, and there should not be any such expectations.

6. Campaign allocation reductions (i.e. fines) are unenforceable, as allocations are used almost exclusively for print materials, and print materials are billed directly to the IEC by the Copy Centre.

    Recommendation – The Copy Centre should not bill the IEC directly. Candidates should pay for their print materials directly, and request reimbursements according to policy (i.e. the submission of an expense reimbursement form at the end of the election). This will remedy the problem and incentivize the submission of expense

forms.

This change should be captured in the Copy Centre SOPs by the Copy Centre Coordinator, who may request support from the CRPC.

7. The issue of endorsements were difficult to manage. The IEC created a regulation against them, but was unable to enforce that regulation.

   Recommendation – As described in 3.1, the authority of the IEC to enact electoral regulation should be narrowed to require Board approval, and only be available in the case of an emergency.

8. Many conflicts were reported between candidates, with claims ranging from anti-social behaviour to harassment. This behaviour was also observed as directed towards the IEC and staff.

   Recommendation – As described 3.1, the IEC will be provided with standard operating procedures on how to handle this kind of complaint, which will refer the complaint to the SFU office of student conduct. Moreover, expectations around candidate behaviour will be stressed during the candidate orientation session.

3.4 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY THE COMMUNICATIONS COORDINATOR

1. The bylaw requirement that notices for the notice of elections period and campaign period be posted in 'prominent locations' is ambiguous. Clear standards should be put in place outlining precisely where posters are to be placed.

   Recommendation – The Communications Department should consult with SFU to develop a clear set of standards for hanging posters for all types of events, including elections, at all three campuses. The standards should result in a policy and standard operating procedure, the latter of which should include a map of approved locations. A work order to the Communications Department will be submitted upon the approval of this recommendation.

   Moreover, the Communications Department has support staff it may use to meet these requirements. It should make use of that support if needed.

2. Communications material for the election misspelled many candidates' names.

   Recommendation – The nomination package should be converted to a fillable PDF form, on which candidates will be required to type all information excepting

signatures. All communications materials using this information will be copy pasted from this form.

3. The debates were poorly structured:
   a. Candidates or their friends were able to direct easy or tough questions to targeted candidates.
   b. The number of questions fielded by the candidates should be greater.
   c. There should only be one debate, not two.
   d. Debate regulations should be better enforced.
   e. Order of responding candidates should be alternating.

Recommendation – The debates should be formalized, and planned as a single large-scale event by the CRPC with support from the Events Coordinator.

Some changes should include: the development of scripted questions in advance of the debates; the duration of the event should be formally set; the duration of each debate for each position should be set; strict time limits on responding to questions tracked and enforced by someone other than the moderator; questions from the public, including the Peak should be submitted before the debate. This should be established in policy and procedures, and the IEC should be coached in the moderation of the event, and supported on-stage by staff.

3.5 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY THE CANDIDATES

1. No formal feedback was received by the candidates, and no such feedback mechanism exists.

   Recommendation – The CRPC should develop a feedback survey for candidates following each election as a feedback mechanism, the content of which could be included as part of this report.

   This report should be included as a requirement for each election.

3.6 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY THE BOARD OF DIRECTORS

1. No formal feedback was received by the Board, and no such feedback mechanism exists.

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   Recommendation – As described in 3.1, the authority of the IEC to enact electoral regulation should be narrowed to require Board approval, and only be available in the case of an emergency.

8. Many conflicts were reported between candidates, with claims ranging from anti-social behaviour to harassment. This behaviour was also observed as directed towards the IEC and staff.

   Recommendation – As described 3.1, the IEC will be provided with standard operating procedures on how to handle this kind of complaint, which will refer the complaint to the SFU office of student conduct. Moreover, expectations around candidate behaviour will be stressed during the candidate orientation session.

3.4 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY THE COMMUNICATIONS COORDINATOR

1. The bylaw requirement that notices for the notice of elections period and campaign period be posted in 'prominent locations' is ambiguous. Clear standards should be put in place outlining precisely where posters are to be placed.

   Recommendation – The Communications Department should consult with SFU to develop a clear set of standards for hanging posters for all types of events, including elections, at all three campuses. The standards should result in a policy and standard operating procedure, the latter of which should include a map of approved locations. A work order to the Communications Department will be submitted upon the approval of this recommendation.

   Moreover, the Communications Department has support staff it may use to meet these requirements. It should make use of that support if needed.

2. Communications material for the election misspelled many candidates' names.

   Recommendation – The nomination package should be converted to a fillable PDF form, on which candidates will be required to type all information excepting

signatures. All communications materials using this information will be copy pasted from this form.

3. The debates were poorly structured:
   a. Candidates or their friends were able to direct easy or tough questions to targeted candidates.
   b. The number of questions fielded by the candidates should be greater.
   c. There should only be one debate, not two.
   d. Debate regulations should be better enforced.
   e. Order of responding candidates should be alternating.

Recommendation – The debates should be formalized, and planned as a single large-scale event by the CRPC with support from the Events Coordinator.

Some changes should include: the development of scripted questions in advance of the debates; the duration of the event should be formally set; the duration of each debate for each position should be set; strict time limits on responding to questions tracked and enforced by someone other than the moderator; questions from the public, including the Peak should be submitted before the debate. This should be established in policy and procedures, and the IEC should be coached in the moderation of the event, and supported on-stage by staff.

3.5 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY THE CANDIDATES

1. No formal feedback was received by the candidates, and no such feedback mechanism exists.

   Recommendation – The CRPC should develop a feedback survey for candidates following each election as a feedback mechanism, the content of which could be included as part of this report.

   This report should be included as a requirement for each election.

3.6 RECOMMENDATIONS FOR ADDRESSING WEAKNESSES IDENTIFIED BY THE BOARD OF DIRECTORS

1. No formal feedback was received by the Board, and no such feedback mechanism exists.

   Recommendation – The CRPC should develop a feedback survey for directors following each election as a feedback mechanism, the content of which could be included as part of this report.

This report should be included as a requirement for each election.