

This document provides guidelines to Board and its directors on how to fulfill their obligations under Society bylaws and regulations.

Board Candidate Orientation Manual

The Simon Fraser Student Society

simon fraser
student society

TABLE OF CONTENTS

1. Introduction to the Role of an SFSS Director	3
The Simon Fraser Student Society	3
Governance vs Operations.....	3
<i>Governance and the Role of the Board</i>	3
<i>Operations and the Role of the ED</i>	4
<i>Policy Governance as Accountability</i>	5
<i>Distinguishing Between the Board and a Director</i>	5
Governance Support Structure.....	5
2. Introduction to Society Services	6
2.1 U-Pass.....	6
2.2 Health and Dental Plan	6
2.3 Workshops and Certifications	6
2.4 Legal Clinic	7
2.5 Women’s Centre	7
2.6 Out on Campus	7
2.7 Food Bank	7
2.8 Study and Lounge Space	7
2.9 Space Booking.....	8
2.10 Equipment Booking.....	8
2.11 Vending.....	8
2.12 Granting Programs.....	8
3. Elections Procedures	8
3.1 Electoral Periods.....	9
3.2 The IEC	9
3.3 Eligibility to Run in the Elections.....	9
3.4 Platform Submission.....	10
3.5 Campaign Regulations (CP-3)	10
3.6 Submitting Materials	11
3.7 Submitting Complaints to the IEC.....	11
3.8 Asking Questions of the IEC	11
3.9 Campaign Expenses (CP-5)	11
3.10 Debates (CP-6)	11
3.11 Voting Procedures and the Announcement of Results.....	12
3.12 Post-Election Transition and New Board Orientation	12
3.13 Key Dates for the 2020 Spring General Election	12
4. Additional Resources	13
5. FAQs	13
Appendix: SFSS Independent Electoral Commission 2020 General Election and Referendum Rules and Regulations	15

1. INTRODUCTION TO THE ROLE OF AN SFSS DIRECTOR

THE SIMON FRASER STUDENT SOCIETY

The Simon Fraser Student Society (SFSS) is a not-for-profit corporation, owned by all undergraduate students at Simon Fraser University, registered as a society under the Societies Act of British Columbia. In British Columbia, the [Societies Act](#) (the Act) is the piece of legislation that formally provides the rules to which organizations are subject. It requires societies to have a constitution and by-laws.

The SFSS Constitution

Section 10 of the Act requires all societies to have a constitution that states the name and purpose of the society, and only the name and purpose. Please see the SFSS Constitution below:

1. The name of the Society shall be the Simon Fraser Student Society.
2. The purposes of the Society shall be:
 - a. To represent and advocate for the interests of undergraduate students at Simon Fraser University.
 - b. To coordinate and promote all undergraduate student activities, of, by, and for the undergraduate students of Simon Fraser University.
 - c. To promote, among other goals democratically determined by the Society, the principles of public, universally accessible, high quality post-secondary education, and of meaningful undergraduate student participation in all aspects of University governance.
 - d. To facilitate collective action by undergraduate students at Simon Fraser University, within the Province of British Columbia, and elsewhere in support of these principles.
 - e. To acquire or hold any lands, buildings, facilities or other assets for the use or benefit of the Society or the undergraduate students of Simon Fraser University.

The SFSS By-Laws

By-laws are created to govern the internal affairs of a society in British Columbia. Section 11 of the *Act* outlines the minimum requirements of society by-laws. The *Act* requires provisions on membership, directors, general meetings (membership meetings), and any restrictions on activities that the society can carry out or the powers it may exercise. The only way by-laws can be amended is through approval of the membership, by way of resolutions. By-laws are given primacy over all other Society governance documents, but must be consistent with the *Act* and any other legislation in British Columbia or Canada; any provisions that do not comply will have no effect.

GOVERNANCE VS OPERATIONS

While there are many individual roles that make up the Society, it is possible to separate the Society into two key groups: governance and operations. Governance is a function performed by the Board and operations is a function performed by the staff.

GOVERNANCE AND THE ROLE OF THE BOARD

The *Act* specifies that “the directors of a society must manage, or supervise the management of, the activities and internal affairs of the society” (section 52). Section 53 further elaborates on these duties. Directors also have personal liability to the Society, based on the resolutions (including consent resolutions) they pass as a group with regards to the distribution of money or other property. There are limitations on this liability, as

specified in section 60 of the *Act*, if a director acts reasonably and in good faith and relies on information presented as reliable.

The role of governance in any organization is threefold: engage the membership, establish the strategic goals, and evaluated the progress towards those goals. For the SFSS, that means that Board, the executive body of the SFSS governance structure, must determine what the members want and need, prioritize amongst those needs, and ensure that the organization responds effectively to those needs.

Member Engagement

In the first instance, it must be clearly understood that the owners of the SFSS are its members – the undergraduate students of Simon Fraser University. The role of the Board, therefore, is to ensure that the organization is actually serving the needs of its members. This means, first and foremost, understanding what those needs are, through engaging with all segments of its over 25,000 members to learn what they want, what they need, and how well they think the SFSS is doing at what they already do. Moreover, it must be able to communicate the results of those engagement processes back to the members so that members can feel that they are being heard.

Strategic Planning

The Board will take that feedback and make some very hard decisions about how to invest its limited resources in delivering services back to the membership. That is to say, the Board must determine what the Society will do on the basis of those needs.

This is difficult, because there will invariably be more needs than those to which the Society can effectively cater. In order to fulfill its purpose as established in the SFSS Constitution, and in order to help it prioritize amongst the needs communicated to it by its membership, the Board has established a [Strategic Plan](#) that forms a vision for the Society.

Performance Evaluation

Having engaged the membership to understand its needs, and having made some difficult decisions setting priorities for the organization, the Board also has to evaluate whether or not the organization is in fact attaining the goals it has set for itself. Having set the short term, medium term, and long term priorities of the organization in a strategic plan, all it has to do is review whether or not the goals established in the plan were met on time and on budget. As will be seen in the next section, this is possible because the Policy Governance model clearly distinguishes between the role of governance (i.e. Board) and operations (i.e. staff).

Cycling through the Stages

Member engagement is an endless task. Once the strategic plan is set, it is important to communicate that plan to the membership and seek feedback to learn whether it responds to the needs that informed its development. Governance is an endless cycle of engagement, strategic direction setting, and evaluation.

OPERATIONS AND THE ROLE OF THE ED

The SFSS currently provides a host of services that require a significant amount of logistical and administrative support, such as finance and budgeting, policy development and review, event planning, communications, IT, human resources, and customer service. These services are provided by SFSS staff. A great deal of work goes into ensuring that the cost of this programming remains as low as possible to the membership, and service levels remain as high as possible. This is further complicated by the need to provide said services across three geographically distributed areas (i.e. Burnaby, Surrey, and Vancouver).

To this end, the Board has hired a management team to help it direct, manage, evaluate, and report on the Society's projects and programs. While the Board determines what the Society does on the basis of member engagement, management oversees the logistics of implementing those priorities, projecting and monitoring their costs to ensure that the members get as much as they can from their Society.

Perhaps most importantly, management constantly evaluates SFSS projects and programs to help the Board determine whether to continue to invest in those services, to dissolve the existing programs and reinvest organizational resources in others, or to seek additional resources to increase the scope of the services already provided. These are extremely difficult decisions that require balancing member needs against each other to ensure that Society resources are invested where they are needed most. Staff is here to ensure that when the Board makes a decision about what to do, it is making an informed decision and has everything it needs to succeed.

To render the Board task of strategic direction setting and organizational review feasible, the Policy Governance model vests the accountability for, and authority over the implementation of Board-established goals in its Executive Director (ED). That is to say, Policy Governance strictly separates the work of determining what to do (Governance), from the work of determining and managing how to do it (Operations). The Board still provides operational support through acting in a volunteer capacity through various Board committees, who do not direct the work of staff but rather assist them in achieving operational goals.

POLICY GOVERNANCE AS ACCOUNTABILITY

With a strong Executive Director, the Board can expect the delivery of regular, timely, and quality reports on the performance of staff, as well as Society finances, projects, and programs. With these reports at its disposal, Board can have informed, considered debates about the direction the Society should take. In fact, this reporting is the condition of effective and meaningful governance. The interesting result of empowering the ED over staff and operations, therefore, is an empowered Board.

DISTINGUISHING BETWEEN THE BOARD AND A DIRECTOR

While the Board has a great deal of authority, individual directors do not. Board exercises its authority by passing or rejecting motions presented at Board meetings. Board members distinguish themselves from any other member by the opportunity to submit and vote on such motions. Board, therefore, is the source of organizational authority, not directors. Directors serve the Board, and Board can only ever be as effective as its members are able to work together. With this in mind, being an effective director mean caring and nurturing your relationship with other directors.

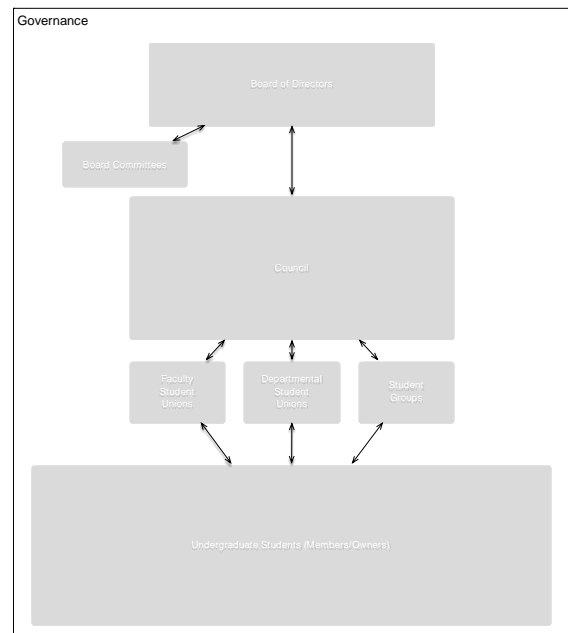
GOVERNANCE SUPPORT STRUCTURE

Over its 60-year history, the SFSS has built a large representational governance structure. That is to say, there are a number of other engaged members that can help you understand what the membership needs from its organization.

The governance structure includes student unions and informal representational groups referred to as constituency groups. A representative from each of these groups is provided a seat on Council, where issues affecting the members may be shared and discussed. Council's role is to provide a forum for representatives from each of these groups to share the concerns, problems, or successes of their members. If the same problem is shared by a number of these groups, it is Council's role to report that it up to Board, and request that Board report back to them how they plan to address that need.

Reciprocally, when Board makes decisions and sets goals for the organization, if those students from groups represented on Council have feedback, it is the responsibility of their representatives to then report that back to Council and Board. As can be seen in the figure above, each arrow points in both directions.

Understanding the needs of the members is, therefore, something that the Board can do with Council and student groups. If Board needs help with some of its engagement initiatives, it should remember that Council and student unions are available to help it.



2. INTRODUCTION TO SOCIETY SERVICES

2.1 U-PASS

The 'universal' pass giving students access to bus, SeaBus, and SkyTrain services across the Greater Vancouver Area. The collectively negotiated contract between TransLink, post-secondary institutions, and student societies across the Greater Vancouver Area means that public transit is made available to all students at a significantly reduced price. Students vote on the renegotiated terms of the U-pass contract. The most recent U-Pass referendum in Spring 2019 secured stable U-Pass prices until at least April 2025.

2.2 HEALTH AND DENTAL PLAN

All undergraduate students registered for three credits or more are automatically enrolled into the Enhanced Health and Dental Plan, excluding summer semester, providing them with coverage beyond provincial health care. Coverage includes, but is not limited to, full or partial coverage of the cost of prescription drugs, physiotherapist visits, eye exams, travel benefits, and basic and preventive dental services.

2.3 WORKSHOPS AND CERTIFICATIONS

Every semester, free and partially subsidized professional and personal development opportunities are made available to SFSS members, including workshops and certifications in first aid, mental health, food safety, and financial literacy.

2.4 LEGAL CLINIC

During the Summer, Fall, and Spring semesters, the SFSS makes a lawyer available to the membership nearly every second week to help with any legal issues or questions members may have. Visits are scheduled in advance and last up to fifteen minutes. The lawyer may provide legal advice and information, as well as notary services. Telephone appointments can also be arranged. Appointments are made through the Student Centre.

2.5 WOMEN'S CENTRE

The Women's Centre provides the SFSS membership with a safer space for self-identified women to build community on campus. The Centre is cofounded by the SFSS and Graduate Student Society (GSS) on a proportional basis. Women's Centre services include a special feminist library, a resource area for folks of all genders, a 24/7 lounge for self-identified women, free safer sex supplies, peer support, crisis referrals, and volunteer opportunities. The Centre is an anti-oppressive space for celebration and healing on campus.

2.6 OUT ON CAMPUS

Out on Campus is an LGBTQ+ centre that provides a safer space on campus for people of all genders and sexualities. OOC is cofounded by the SFSS and Graduate Student Society (GSS) on a proportional basis. OOC services include a resource library, free safer sex supplies, a lounge space, educational workshops, social events, peer support, and crisis referrals.

2.7 FOOD BANK

The Emergency Food Bank Program is intended to replace a traditional, physical food bank. To a maximum of three requests per semester, SFSS member may request vouchers of \$25 each redeemable at the following locations:

- SFU Burnaby: Nesters Market, 9000 University High Street
- SFU Surrey: Surrey Safeway, 10355 King George Highway
- SFU Downtown: Nesters Market, 333 Abbott Street

Requests are made online via SFU Web Survey tool, where a student need only provide their student number to have a voucher set aside for them confidentially at the Burnaby or Surrey Student Centres. The program is currently being evaluated and may be re-developed in the coming months.

2.8 STUDY AND LOUNGE SPACE

A variety of space is provided to the SFSS membership by the Society free of charge. Available to any undergraduate student free of charge (a refundable deposit is required for weekend bookings), the SFSS offers a variety of very functional spaces. The SFSS will be moving into a new building in Spring 2020, after which the spaces will change from the following:

- The MBC Conference Rooms, features folding walls which permit a number of configurations from 4 x 25 people, 2 x 50, 1 x 100, or other variations. Just beyond the Copy Centre, the rooms are hard-floored, have 6 foot tables with chairs, and have windows on three sides.
- The MBC Food Court can host well over a hundred people and has a covered patio immediately adjacent.
- Forum Chambers, our multi-purpose room near The Peak, features a sliding mirror / whiteboard wall and a high fidelity Sony ceiling projector, a sink, and music / microphone input.

- The Undergrounds is a medium-sized meeting space with booths, small tables and an iPod / MP3 input for house sound.
- The Surrey Lounge is a space provided for the members at Surrey.
- The Harbour Centre Lounge is a space provided for the members at Vancouver.

2.9 SPACE BOOKING

Rooms may be booked through the Surrey and Burnaby Student Centres, as well as online. Some costs and regulations specific to various bookings may apply. This process will change as we move into the new student union building.

2.10 EQUIPMENT BOOKING

A host of equipment is made available to member and member hosted events, including flip chart, data projectors, televisions, podiums, tables, chairs, fencing, and catering to name only a few. The Burnaby and Surrey Student Centres administer all equipment booking requests.

2.11 VENDING

For a fee, members and non-members alike are provided with vending opportunities at the SFU Burnaby campus in the southeast wing of the Academic Quadrangle. The Burnaby Student Centre administers the vending program. Vendor guidelines, prices, bookings are done on the SFSS website.

2.12 GRANTING PROGRAMS

The SFSS currently has two granting program provides: an events grant program and an accessibility grant program. These provide members with the opportunity to gain financial support for their advocacy, social, and academic initiatives, as well as ensure those initiatives are accessible to students with disabilities. It has been used to subsidize Frosh weeks, career fairs, undergraduate conferences, career nights, disability awareness campaigns, and seminars.

3. ELECTIONS PROCEDURES

The SFSS elections are run by the Independent Electoral Commission (IEC), with support from the SFSS staff. The IEC is responsible for the administration of SFSS elections, and are required to ensure they are administered according to all SFSS bylaws and policies. The principle work of the IEC is developing and administering student engagement initiatives, which are intended to ensure that all student are aware of the upcoming election, that they can run and vote, and how to do each of these. Additionally, they perform an auditing function, ensuring that any work performed by staff is performed in a manner consistent with the bylaws and policies. Additionally, the IEC also administers the complaints process during the campaign period, host office hours to answer questions, and acts as the primary point of contact for members seeking information on the election.

Staff support the elections by ensuring that a basic plan for meeting the minimum obligations under the bylaws and policies are met, providing updates to the IEC demonstrating the progress of this work, and providing support services to the IEC in their engagement initiatives.

All candidates are required to know and abide by the electoral regulations. Any breach of those regulations may result in the following:

1. a formal censure,
2. a fine (which impacts a candidate's membership in the SFSS),
3. disqualification.

3.1 ELECTORAL PERIODS

There are 6 general periods required by any SFSS election:

1. Appointment of an IEC
2. Notice of election period
3. Nomination period
4. Campaign period
5. Voting period
6. Post-election period

Each period is regulated by a set of policies, ensuring that all SFSS obligation under provincial law, and its own bylaws are met. Moreover, elections policies provide a basic framework for the conduct of good student elections. All candidates are subject to all SFSS regulations at all times. Any candidate who breaches and any SFSS regulation risks being declared ineligible by the IEC.

3.2 THE IEC

The Independent Electoral Commission (IEC) is responsible for the administration of SFSS elections and referenda in a manner consistent with all Society bylaws and regulations. Any questions you have about elections will be directed to the IEC, not Society staff.

Composition

- One (1) Chief Commissioner and four (4) Electoral commissioners
- Emails:
 - o Chief: elections.chief@sfss.ca
 - o Commissioners: elections@sfss.ca

The IEC is authorized to do any of the following:

- Create binding regulations (please see the [Appendix](#) for this year's regulations),
- Collect nomination and referendum question packages,
- Collect signed statements of campaign expenses,
- Rule a candidates' candidacy or election invalid for any violation of regulations,
- Rule any referendum invalid for any violation,
- Enforce disciplinary actions, including a fine of up to \$100, for any violation of policies, by-laws or regulations, and
- Supervising polling for any positions and the counting of ballots.

3.3 ELIGIBILITY TO RUN IN THE ELECTIONS

To be eligible to run in an election for a position on the Board of Directors, a person must:

1. be an active member in good standing of the SFSS, and a member of a faculty (registered in at least one undergraduate course in the faculty or registered in a minor or major in the faculty) for Faculty Representative positions,

2. submit a complete and accurate Nomination Package, and
3. attend an Candidate Orientation Session.

Candidates must not run for more than one Board position.

3.4 PLATFORM SUBMISSION

Candidate platforms are to be submitted to the IEC via email for posting on the SFSS elections webpage. Please see FAQ for more details.

3.5 CAMPAIGN REGULATIONS (CP-3)

The following are the regulations for the campaign period.

1. Campaigning will not start before the beginning of the Campaign Period.
2. Campaign materials must not be defamatory or discriminatory.
3. Campaign Literature must be sent to the IEC for approval, indicate the authoring candidate, be approved by the Independent Electoral Commission (IEC), and be collected and discarded before the start of the Voting Period.
4. Campaign Literature must not be posted in Society offices. SFU regulations for posters must be respected.
5. Only Members may campaign on behalf of candidates or referendum questions.

The IEC, may, at any time, establish new regulations. Candidates are required to adhere to all regulations, including those communicated to the candidates by the IEC during the elections. Failure to comply may result in censure, a reduction in campaign allowance, and/or disqualification. Please see the [Appendix](#) for a complete list of IEC regulations. These regulations are subject to change, and the most up-to-date regulations may be found

SFU Campaign Material Regulations – Burnaby Campus

Do not place campaign materials in or on:

1. wood, glass, or painted surfaces,
2. floors,
3. locations exposed to rain,
4. off-campus locations,
5. Society offices (including Out on Campus and the Women's Centre),
6. bathrooms,
7. libraries,
8. TransLink property,
9. cafeterias,
10. Strand Hall,
11. Graduate Student Society Offices,
12. Student Residences,
13. International Student Lounge, or
14. private business.

Surrey and Vancouver Campus – SFSS and SFU Campaign Literature Regulations

- Surrey: Campaign literature may only be posted on the designated wire boards. The [Surrey Campus Coordinator](#) may be contacted for details.
- Vancouver: Campaign literature can only be posted on bulletin boards.

3.6 SUBMITTING MATERIALS

Campaign materials must be submitted to elections.chief@sfss.ca for approval. Once approved, print campaign materials can be printed anywhere the candidate wishes. Itemized receipts MUST be obtained in order to be reimbursed. Handbills or leaflets are not allowed as campaign materials, and candidates must obtain explicit consent for the express purpose the information is being used for if collecting, using or disclosing personal information from members.

In terms of social media, all social media accounts (Facebook, Instagram, Twitter, etc.) that will be used for campaigning will be monitored by the IEC. All campaigning rules apply to social media (e.g. no defamatory, discriminatory or attack ads allowed). All social media expenses must be reported to the IEC. See the [Appendix](#) section 2 for more details on social media use.

3.7 SUBMITTING COMPLAINTS TO THE IEC

Where a candidate feels that an electoral regulation is not being followed, they are required to submit their complaint in writing to the IEC, using the JotForm titled “Electoral and Referendum Complaints Form” provided on the Society [website](#). The IEC will determine on the basis of the information submitted whether or not to act on the complaint in a manner consistent with the elections policies, specifically CP-3.

3.8 ASKING QUESTIONS OF THE IEC

Candidates with questions regarding the election can visit IEC office hours, refer to the Society web page, or email elections@sfss.ca. Candidates with questions for the IEC Chief can email the chief at elections.chief@sfss.ca.

3.9 CAMPAIGN EXPENSES (CP-5)

Campaign expenses of candidates to a position on the Board are limited to \$50 (CAD). Candidates must submit signed copies of expenses to the IEC within 72 hours of the close of the Campaign period. The form and receipts must be submitted to the Student Centre between the hours 10am and 4pm, Monday to Friday. The form is available on the Society [website](#). Candidates must submit both the campaign expense form, and **all itemized receipts** (NOT invoices).

3.10 DEBATES (CP-6)

The Chief Commissioner (IEC) is responsible for moderating debates or designating Commissioner to moderate debates in their stead, and designating Commissioners to support roles during the debates.

Debates will be:

- hosted publicly on one of three University campuses; this year’s will be March 11th from 4 to 6 pm on Burnaby Campus (Convo Mall),
- live streamed,
- where feasible, provisions will be made for off-site participation in the debates, and
- where feasible, the debates will be recorded and made available to all members.

Any candidate who is found to be disrespectful, discriminatory, using explicit language or attacking another candidate during the debate may be asked to leave.

3.11 VOTING PROCEDURES AND THE ANNOUNCEMENT OF RESULTS

Voting is conducted electronically using the SFU Web Survey system. Results are communicated by the Chief Commissioner to Society staff and candidates. The Society Communications Office will then communicate the results of the election to all undergraduate students via all Society communication channels.

No Society staff or department may seek to influence the outcome of a Board election in any way. No member may coerce any other to vote or vote for a candidate or group of candidates. The voting process is subject to strict regulations. Any breach of these regulations may subject a candidate to a formal censure, a reduction to their allowable campaign expense reimbursement, or disqualification.

As per VP-6, after the election results are provided to the IEC, the Chief Commissioner will send the Notice of Election and Referenda Results form to the Board of Directors, the Executive Director, the Finance Coordinators, the Communications Coordinator, the student newspaper, and the candidates to positions on the Board. It will then be posted on all available Society communications channels.

In the event of a tie, the following will occur:

- All election results will be withheld and the tied candidates will have a run-off election, and all candidates and students eligible to vote will be notified before the new ballot is re-opened.
- The run-off election consists of only a 48 hour voting period.
- The run-off election commences the business day after the IEC receives the results of the main election.
- The run-off election will extend the election period by the number of days it takes to complete the run-off election.
- All results shall be announced after the conclusion of the run-off election.

3.12 POST-ELECTION TRANSITION AND NEW BOARD ORIENTATION

Following the notice of results, newly elected directors are encouraged to reach out to exiting Board members to learn as much as they can from them before they take office.

The Board is provided with a formal 2- or 3-day orientation session.

3.13 KEY DATES FOR THE 2020 SPRING GENERAL ELECTION

1. Appointment of an IEC: December 9 – February 2
2. Notice of election period: February 3 – February 18
3. Nomination period: February 17 – March 1
4. Campaign period: March 2 – March 16
5. Voting period: March 17, 18, 19
6. Post-election period: March 20 – April 19

4. ADDITIONAL RESOURCES

These additional resources are available on the SFSS website at <http://sfss.ca/about/documents/>.

1. SFSS Constitution
2. SFSS Bylaws
3. SFSS Elections and Referenda Policies

5. FAQs

1. Where are the nomination packages picked-up and dropped off?

Pick-up

- Student Centre (10am-4pm Monday-Friday)
- Online at sfss.ca
- IEC Chief Commissioner office hours

Drop Off:

- Student Centre (10am-4pm Monday-Friday)
- IEC Chief Commissioner office hours
- Via email to elections.chief@sfss.ca

Candidates must provide a written signature when dropping off the nomination form in person to confirm (this does not apply to online submissions). The IEC will confirm eligibility of the candidacy via email during the Campaign Period.

2. Where can I find...policies, nominations and complaint forms, past election reports, etc.?

Please use this link to find all relevant forms and documents for the election:

<http://sfss.ca/elections/forms-and-documents/>

3. What needs to be included in my nomination package?

1. Candidate name and contact information
2. Names, signatures, and student numbers of at least ten (10) members of the SFSS in good standing who support the candidacy
3. Complete and sign
 - a. Statement of Consent
 - b. Signed Agreement
 - c. Signed Model release Form

4. What information needs to be included in the Platform Submission?

- Name
- Position
- Picture
- Link to external electronic resource(s)
- Description of platform (500 word max)

5. What if I don't like an IEC Regulation?

You can make a complaint to the IEC using the Electoral and Referendum Complaints Form found on the Society [website](#). The IEC will address your complaint in an email and may invite you for a discussion.

6. I have a policy/by-law question – who do I ask?

You can email the IEC at elections@sfss.ca or visit during office hours, and they will answer it and provide appropriate resources, or direct you to the individual who can assist you.

7. How can I ensure I get reimbursed \$50 from the Society for my campaign expenses?

- a. Ensure you complete a Candidate and Campaign Expense Report found [here](#) in hard copy.
- b. Attach itemized (showing cost of each individual item) receipts to your expense report. This includes print materials AND online materials (ad boosts, etc.).
- c. Please print, sign, and submit to the Student Centre. Personally submit your expenses and sign for it at the SC.
- d. Ensure you submit this within 72 hours of the closure of the campaign period.

APPENDIX: SFSS INDEPENDENT ELECTORAL COMMISSION 2020 GENERAL ELECTION AND REFERENDUM RULES AND REGULATIONS

It is the purpose of this document to provide candidates with the regulations governing the conduct of the 2020 General Election and Referendum. The Independent Electoral Commission (IEC) derives its authority to create these rules and regulations for the purpose of governing an election and/or referendum in the Society's bylaws, specifically by-law 15(8)(g).

1. Election Materials

- a. All campaign materials must be approved by the IEC.
- b. To prevent waste, no handbills or leaflets shall be used to campaign.
- c. To encourage recycling and to reduce waste, all physical campaign materials (ie: posters) that are handed out to students must be recyclable and must visibly display a recycling graphic on its' front side.
- d. Campaign posters cannot be posted inside commercial establishments.

2. Use of Social Media

- a. The IEC will monitor candidate's social media through their own social media channels.
- b. Any candidate who chooses to use social media for the purpose of campaigning must provide the IEC with a link (via email) to the social media channel prior to or within 1 hour of its' posting.
- c. Any campaign material including social media posts that is found to be defamatory, discriminatory, or attack another candidate will have consequences as decided by the IEC and relating policies.
 - i. Any memes at the expense of candidates that are posted, liked, or shared by other candidates will be considered defamatory and will result in consequences as decided by the IEC.
 - ii. Supporting (liking, sharing, commenting) social media posts that include bullying or defamation will result in consequences as decided by the IEC.
 - iii. Campaign volunteers must follow the above regulations (they must behave in a respectful manner and must not support defamatory materials).

3. Campaigning

- a. Candidates shall not campaign in any classrooms or lecture halls during or immediately before or after a class.
- b. Candidates shall not use any sort of mailing lists (society resources, faculty resources, etc.) for the purpose of campaigning.

4. Campaign Finances

- a. Candidates will report all campaign finances to the IEC. This includes printed and non-printed material (e.g. Facebook ads, Instagram ads)
- b. Candidates may not pool campaign finances.
- c. Candidates shall not use candidate budget on referenda items and referenda budget on candidate items.

5. Slates

- a. A slate is a group of two or more that campaign together on similar platforms for mutual advantage. Slates are not permitted. This includes, but is not limited to the following activities:
 - i. Using the same slogan(s) as another candidate(s).
 - ii. Appearing on another candidate's campaign material.
- b. Candidates must campaign individually.