1. CALL TO ORDER

Call to Order – 1:06 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱ wú7mesh Úxwumixw (Squamish), Səl̓ íl̓ witulh (Tsleil-Waututh), kʷikʷəƛ̓ əm (Kwikwetlem) and q̓icə̓ y̓(Katzie) Nations. Unceded means that these territories have never been handed over, sold,
or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition
President *(Chair)* .... Osob Mohamed
VP External Relations .... Samad Raza
VP Finance .... Corbett Gildersleve
VP Student Services .... Matthew Provost
VP Student Life .... Jennifer Chou
VP University Relations .... Gabe Liosis
At-Large Representative .... Balqees Jama
At-Large Representative .... Phum Luckkid
Faculty Representative (Applied Sciences) .... Harry Preet Singh
Faculty Representative (Arts & Social Sciences) .... Sude Guvendik
Faculty Representative (Business) .... Mehtaab Gill
Faculty Representative (Communications, Art, & Technology) ..... Haider Masood
Faculty Representative (Education) .... Emerly Liu
Faculty Representative (Environment) .... Anuki Karunajeewa
Faculty Representative (Health Sciences) .... Nafoni Modi
Faculty Representative (Science) .... WeiChun Kua

3.2 Society Staff
Campaign, Research, and Policy Coordinator .... Sarah Edmunds
Administrative Assistant .... Brianna Mau
Out on Campus Coordinator .... Ashley Brooks
Peak News Writer .... Mahdi Dialden

3.3 Regrets
Faculty Representative (Business) .... Mehtaab Gill
At-Large Representative .... Phum Luckkid

4. RATIFICATIONS OF REGRETS

4.1 MOTION BOD 2020-11-13:01
Haider/Matthew

Be it resolved to ratify regrets from Mehtaab Gill (non-Society work conflict) and Phum Luckkid

(Personal).
CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2020-11-13:02
Matthew/Corbett
Be it resolved to adopt the agenda as amended.
CARRIED AS AMENDED UNANIMOUSLY

- Add motion 7.3 New Business Student Advocate Hiring Committee.
- Add Announcement regarding VP University Relations leave of absence.
- Add 8.4 Discussion Items STEPS Forward.
- Add 8.5 Discussion Items Indigenous Students and Reconciliation.
- Add motion 7.4 New Business Save the BESU.
- Add 8.6 Discussion Item Update Safety Plan for SUB.

6. MATTERS ARISING FROM THE MINUTES

6.1 Board Minutes-MOTION BOD 2020-11-13:03
Matthew/Sude
Be it resolved to receive and file the following minute(s):

- BOD 2020-09-18
- BOD 2020-09-04
- BOD 2020-10-30
- BOD 2020-10-02
- BOD 2020-09-24

CARRIED AS AMENDED UNANIMOUSLY

- Amended to include BOD 2020-10-02 and BOD 2020-09-24.

6.2 Committee Minutes-MOTION BOD 2020-11-13:04
Matthew/Corbett
Be it resolved to receive and file the following committee minute(s):

- EXEC 2020-10-22
- AAC 2020-08-11
- AAC 2020-08-25
- AAC 2020-10-27

CARRIED AS AMENDED UNANIMOUSLY

- Amended to strike AAC 2020-09-11 and AAC 2020-09-25 and replace them with AAC 2020-08-11 and AAC 2020-08-25.

7. NEW BUSINESS

7.1 Elections and Referenda Policies -MOTION BOD 2020-11-13:05
Gabe/Haider
Whereas, the SFSS Membership approved By-Law Proposal 4 (Council Empowerment) at the SFSS

2020 AGM.
Whereas, under the new By-Laws, Executive Committee elections occur in January.
Whereas, there is a need to update the SFSS Elections and Referenda Policies to be compliant with the governance model of the new By-Laws.
Be it resolved that the Board of Directors repeal the SFSS Elections and Referenda Policies and replace it with the SFSS Elections and Referenda Policies as attached.

CARRIED UNANIMOUSLY

- With By-Law changes, current policies are out of date as they revolved around Board elections.
- Mainly have just updated wording from Board to Council and/or Executive Committee.
- Only one major change which is a policy that allows slates as there was a lot of ambiguity around it previously.
  - Added some definitions in new By-Laws including for slates, pre-campaigning and campaigning.
  - Slate has traditionally been when two or more people have worked together.
  - By-Laws used to state that members can campaign on behalf of candidates, but candidates are members too so they should be able to campaign for each other. However, the lack of information about slates made this confusing.
  - SFSS has also encouraged people to team up for events, shared interests and advocacy, and supports this through funding.
  - It's not fair to have IEC approve slates shortly before elections start as they have the capacity to create election rules.
  - IEC report recommendations helped this decision process, and this will also make it easier on them and the candidates.
  - Regulations: Executive Committee can have slates, but the Council will not because the overseer should have varying and diverse views to best hold Executive Committee accountable.

7.2 Amendment to SO-8 (Accessibility Advisory Committee)-MOTION BOD 2020-11-13:06
Jennifer/Matthew

Be it resolved that the Board of Directors amend SO-8 (Accessibility Advisory Committee) to change the name of the Committee to "Accessibility Committee", and to replace any mentions of "Accessibility Advisory Committee" anywhere else in the SFSS Board Policies with "Accessibility Committee".

CARRIED UNANIMOUSLY

- Brought up that the committee doesn't just advise, and AAC also conflicts with another acronym in the disability community, Alternative and Augmentative Communication, which makes it a point of confusion.
- Many people already call it the Accessibility Committee, and it would also more accurately reflect what they do.

7.3 Student Advocate Hiring Committee - MOTION BOD 2020-11-13:07
Osob/Haider

Be it resolved to appoint Gabe Liosis and Jennifer Chou to the Student Advocate Hiring Committee

CARRIED UNANIMOUSLY

- Striking a hiring committee is supposed to be done at HR Personnel committee, but for time purposes, it was quicker to do it at this meeting.

- VP University Relations inherited this from past VP UR.
- VP Student Life has a lot of experience as a student advocate.
- Out on Campus Coordinator and Member Service Coordinator for clubs will also be on the committee.

7.4 Save the BESU - MOTION BOD 2020-11-13:08
Anuki/WeiChun

Whereas the school of Environmental Science has officially given BESU and EVSCSU 33 days to move out of the space and are planning to convert the space into a lab;

Be it resolved that SFSS supports finding an alternate permanent space for the Environmental Science and the Bachelor of Environment Student Unions following their eviction, through sending out a letter of support to the school of Environmental Science.

CARRIED AS AMENDED UNANIMOUSLY

- Amended to swap the Whereas and Be it resolved clause into the correct order.
- Executives of the student unions are ok with moving out of their current space as the lab will benefit them but would like commitment from the faculty to provide them with two separate, long-term spaces in return.
- There is a locker room space for the student unions to store their items until they have a new space.

8. DISCUSSION ITEMS
8.1 SFSS Emergency Funding for Fall 2020

- Bigger issue of affordability of tuition, post-secondary and living.
- SFSS contributed $150,000 to undergraduates and $60,000 to FIC students for pandemic support in Spring.
- Predicted a deficit based on information given by SFU about enrollment, but it is up, and events online cost a lot less and there are less events as well.
- Worth the time to create another round of emergency funding.
- VP Finance has been working on updating the budget and determining areas of underspending with the finance coordinators. From there, decide on how much to contribute and hope to have Board pass a motion on it.
- Plan to use the same Terms of Reference, and have it distributed through Financial Aid Office again, but can look to see if there are areas of improvement or things to change.
- Shows the SFSS is trying everything they can to help students, even while SFU continues to raise tuition and ignore student calls to stop.
- Should ask SFU to contribute to this as well.
  - VP University Relations notes that the university is giving the appearance that there isn't much money to give.
  - President notes that SFU has put money aside for an emergency and thinks this classifies as an emergency.
- Out on Campus is under budget as well, and Coordinator would be happy to see how they can contribute as well.
- How many students request funds through Financial Aid Office, but don't receive it?
  - Many students requested from SFSS because there were no restrictions, ex. minimum GPA, on it which made it more accessible.

- o President will request that information from the Financial Aid Office.
- President will put the motion forward at a future meeting.

8.2 University Advocacy Updates

- Tuition issues, and riding on the momentum of the AGM.
- Many students are feeling upset as the university is not hearing them out.
- President and VP University Relations gave the university a heads up that SFSS will be putting out a statement post-AGM, and the university sent out an email confirming tuition raises which caused lots of discussion among students online.
- Need next steps and long-term strategies as the Board has the attention of students.
- NewMode campaign as a short-term strategy.
- UAA had discussed coordinating people not paying tuition or not enrolling, but this runs into student loan issues.
- SFSS has not received a response to letter to SFU which was sent a week ago.
- COVID-19 Coalition ideas include using NewMode, encouraging students to participate in the budget information sessions on Nov. 23 and 30th, a general assembly to have discussions about what students are feeling now and to brainstorm ideas.
- Messaging to student is that they should be attending these sessions and asking questions to hold university accountable.
- Post-AGM survey will be going out Tuesday and there will be links to the budget information sessions.
    - o Can also email general membership about it as well.
- VP University Relations will follow up on format of the budget information session, but it is likely just a webcast with no live components for students to comment.
- Having a similar cheat sheet to the one for AGM for these information sessions including suggested questions would be helpful.
- Potentially do a similar format to C-19 townhall where everyone agrees on specific questions. From there, could use NewMode for an email campaign to track how many students have submitted the questions as questions are submitted to an email account.
    - o Helpful to hold the university accountable if they avoid these questions.
- Can also ask the university to have a Public Q&A session or a live feedback function at the information session.
- Noted in the letter that bursaries and scholarships are not accessible to students because there are so many requirements and you still might not receive it.
- Jon Driver budget update via email to all students mentions a working group with SFSS and GSS which puts some responsibility on SFSS to partner with SFU.
    - o Student Affordability Working Group is just a space for SFSS to provide their knowledge to SFU on where to save money, but it's just a supplemental thing, so it's inaccurate and inappropriate for SFU to say that this is a solution to the current issue.
- Deans of faculties are ignoring Faculty Representative Emails in general, but also about Open Education Resources.
- Administration has not been receptive to students requesting better communication, and asking questions that are considered difficult to answer.

- Last month, CUPE Local 3338 passed a motion to work with other university CUPE Locals in a cost sharing campaign to prevent public post-secondary so they may be a good ally.
  - Good to know as SFU has no plans on advocating with the government.
- The legitimacy of Board is being proven with these advocacy actions among SFU and students.

8.3 Gender-Inclusive Washrooms in the SUB

- Accessibility Committee and SFU DNA were concerned that there's only one gender-inclusive AND accessible washroom on each floor in the SUB except the first one.
- Discussion at AC about if it would be possible to have all washrooms in the SUB be gender-inclusive, like at the Vancouver Harbour Centre Campus.
- Will need to do consultation with many different groups. How can we meaningfully consult students, especially those most impacted?
- Originally OOC was going to be on first floor which would have them directly in front of the gender-neutral stalls, but after some re-arranging they had to move to the second floor.
- Other new SFU buildings do not have any or many gender-neutral washrooms.
- Gender is a social construct and the binary is a western concept that was brought by colonization. Having gender-neutral washrooms is also a meaningful way to decolonialize.
- Notes that women's only washrooms should still be available for religious and comfort reasons.
- Consult groups like Out on Campus, Women's Center, Muslim Student Association, other various religious groups, and FNSA.
- Also reach out to SFU Vancouver to see how they have found feedback on their gender-neutral bathrooms.
- We do have money to fix this, so it's do-able but will need to do consultation.
- Committed to increasing gender-neutral bathrooms.
- Consultation should focus on the folks directly impacted by this. Asking online in student groups can attract trolls.

8.4 STEPS Forward

- VP Student Life met with representatives of STEPS Forward who support students with developmental disabilities audit courses for a fee. These students graduate with a Certification of Completion.
- These students are encouraged to be part of student life, but they cannot be executives of clubs or student unions or run for SFSS positions because they are only auditing courses.
- STEPS Forward would like to give these students that chance to do so and also engage with volunteer and employment opportunities by paying SFSS activity fees, and be recognized as SFSS members. As well as help them partake in accessibility and advocacy work.
  - They have suggested adding these students to SFSS policies by noting 'students who access support from STEPS Forward' or 'students working toward a Certificate of Completion.'
- By-laws are very clear about members, so not sure if there is a work around to make them members.
- Can still be involved in student life to an extent in clubs just not as an executive right now, but not sure how student unions would work. Can follow up with SFU on that.

- Governance can look at this more, and there is potential to create a service agreement like FIC did before where they wouldn't be associate members, but they could still pay fees and get benefits out of it.
- VP Student Life will ask STEPS forward to come to the next Board meeting and will also clarify the difference between auditing and enrolling.
- SFU might need to update SFSS membership definition as many of their rules and policies reflect the old By-Laws, so will need to talk to SFU about this.

8.5 Indigenous Students and Reconciliation

- FNSA has been dealing with a lot of problems with the university when it comes to reconciliation efforts.
- There was a meeting yesterday for the Aboriginal Steering Committee. VP Student Services was invited, FNSA was not invited until last week, and other board members and students were removed from the Zoom meeting.
    - o Committee is a result of Reconciliation Efforts Call to Actions in 2016.
    - o 4 million dollars out of 9 million has been spent, but no idea who is making these decisions, and there is no or little consultation with Indigenous students.
    - o VP Student Services has been sitting on this for three years and has repeatedly told them that they need more student involvement.
- SFU has not prioritized Indigenous voices and is purposely and systematically excluding them from meetings.
- There's no care being put into these processes to get community and Indigenous student input or consultation.
- Please share awareness pieces on social media when you see it.
- President will draft a letter of support from Board to amplify what is happening. VP Student Services will also be writing a new letter of support.
- Reach out to Kali and Zach for more information at FNSA-board@sfu.ca
- Indigenous Student Centre is important, but the university needs to support and listen to FNSA as well.

8.6 Updated Safety Plan

- In response to new Provincial Health requirements and orders.
- Accessing the SUB as the Board, members will need to fill out a SUB visiting sheet and send to John before you enter the building.
    - o Moving from self-screening to a more active process.
- The only thing that you should be going there for are for things you absolutely cannot do at home and needs to be done in the Board office.

9. ANNOUNCEMENTS
9.1 Next Board meeting November 27th at 1:00PM.
9.2 VP University Relations will be taking a Leave of Absence starting November 16 to 20.

10. ATTACHMENTS
10.1 Election Policies

10.2 SFSS Response - November 9th, 2020
10.3 Save the BESU- EVSCSU Common Room Letter
10.4 SFSS and STEPS Forward
10.5 SFSS Emergency Funding for Fall 2020

11.   ADJOURNMENT

11.1 MOTION BOD 2020-11-13:09
Haider/Matthew
Be it resolved to adjourn the meeting at 3:25PM.
CARRIED UNANIMOUSLY

INTRODUCTION

Purpose of this Manual

The goal of this document is to establish a clear set of expected outcomes for each period of an SFSS election and referendum. It will also provide a primary point of contact and accountability chain for each outcome, as well as some basic procedures for achieving that outcome.

These policies are organized in sections, and each section represents one phase of the election or referendum process.

POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually.

Where no change is required, the President shall sign the policy indicating it has been reviewed.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed by Council, if:

1. The office responsible for the policy outcome proposes amendments to Council or the Executive Committee.
2. The Vice-President Internal and Organizational Development or their designate shall review the proposed changes with the office responsible.
3. Where deemed acceptable, the proposal shall be submitted to Council or the Executive Committee for comment.
4. Any new, amended, or repealed policy shall be signed by the President.

ELECTION AND REFERENDA STRUCTURE AND PLANNING POLICIES

simon fraser
student society

ERPP-1: Setting a Timeline

POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY		
POLICY TITLE: SETTING A TIMELINE		
POLICY REFERENCE NUMBER: ERPP-1		
Adopted: December 13, 2019 Next Scheduled Revision: After the appointment of the IEC Previous Revisions		
Position	Signature	Date
President		

Policy

Executive Committee General Elections and Referenda must be completed by the end of the sixth (6th) week of classes in the Spring semester, and shall comprise of five (5) weeks, including three periods (nomination period, campaigning period, and voting period) in accordance with By-Law 15(11), 15(13), and 15(22). Executive Committee General Elections requires up to six (6) weeks of pre-Election or pre-Referendum planning, and two (2) weeks of Post-Election or Post-Referendum reporting. Pre-Election planning can be conducted by SFSS staff in the semester prior to the Election. This may include any engagement initiatives.

Executive Committee By-Elections and Referenda must be completed by the end of the tenth (10th) week of the Summer and/or Fall semesters, including three periods (nomination period, campaigning period, and voting period) in accordance with By-Law 16(3). Executive Committee By-Elections and Referenda also require at least two (2) weeks of pre-Election or pre-Referendum planning, and two (2) weeks of Post-Election or Post-Referendum reporting.

This section does not limit the time by which a referendum can be conducted if it is a special resolution to impeach a Councillor or Executive Officer, whereby impeachment may be called at any time in any semester with thirty (30) days notice following a Member petition or a vote of Council in accordance with By-Law 17.

Standards

1. The timeline for planning and the execution of Executive Committee General Election and referendum must be comprised of the following periods:

a. Notice of Election and Referendum Period
b. Candidate Nomination and Referendum Submission Period
c. Campaign Period
d. Voting Period
e. Post-Election and Post-Referenda Period

2. Prior to the Nomination Period, at least one week's notice must be provided of an Executive Committee General Election or referenda.

3. Following the election or referendum, the Chief Commissioner of the IEC will have no more than one week to submit a Notice of Election and Referenda Results, and one month to submit an Elections and Referenda Report.

Process for Executive Committee General Elections and Referenda

4. On or before the last Council meeting of the Fall semester, Council will call the Executive Committee General Election and Referenda for the subsequent semester, in accordance with the By-Laws and the Regulation, the weeks for the various periods for the election, and shall outline the dates during which voting will take place.

    a. An Executive Committee General Election must always take place during the Spring semester.

5. On or before the last Council meeting of the Fall semester, Council will state whether or not the Society will host a Referendum in the subsequent semester concurrently with the Executive Committee General Election.

6. The two weeks immediately preceding the Nomination Period for an Executive Committee General Election constitute the Notice of Election Period for an Executive Committee General Election.

7. The four weeks immediately following the Voting Period are the Post-Election and/or Post-Referendum Period.

Process for Executive Committee By-Elections and Referenda

8. Council may call an Executive Committee By-Election where a vacancy arises, and must follow the timeline for By-Elections in accordance with By-Law 16(3).

9. Council may call a Referendum during the time allotted for the Executive Committee General By-Election if there were to be such a By-election, with the required notice in accordance with the Bylaws and these regulations, and the dates during which voting will take place.

10. The four weeks immediately following the Voting Period are the Post-Election and/or Post-Referendum Period.

ERPP-2: SETTING A BUDGET

POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY
POLICY TITLE: SETTING A BUDGET
POLICY REFERENCE NUMBER: ERPP-2
Adopted: December 13, 2019
Next Scheduled Revision: After the appointment of the IEC
Previous Revisions

Position	Signature	Date
President		

Policy

The budget for elections and referenda are set by Council as part of the Society Annual Budget.

Standards

1. Sufficient funds must be allocated to host an election and referendum during each semester.
2. The budget for elections and referenda will be administered by the Chief Commissioner of the Independent Electoral Commission (IEC) in a manner consistent with the SFSS Financial Policies.

Process

1. Every year, the Office of the VP Finance and Services will provide the Campaigns, Research, and Policy Coordinator (CRPC) or designate with the annual budget of the IEC and the budgetary breakdown of expenses for the IEC for the past five (5) years.
2. The CRPC or designate will provide the Chief Commissioner with the annual budget for the IEC upon taking office.
3. In consultation with the CRPC or designate, the Chief Commissioner will approve or amend the budget plan of the projected election or referendum, and submit that plan to the Office of the VP Finance.
   a. Where required, the Chief Commissioner, in consultation with the CRPC or designate, will submit a reallocation request in person to the Finance and Administrative Services Committee for consideration.

IEC POLICIES

IEC-1: INDEPENDENT ELECTORAL COMMISSION

POLICY TYPE: IEC POLICY

POLICY TITLE: INDEPENDENT ELECTORAL COMMISSION

POLICY REFERENCE NUMBER: IEC-1

Adopted: December 13, 2019
Next Scheduled Revision: After IEC Orientation
Previous Revisions

Position	Signature	Date
President		

Policy

The Independent Electoral Commission (IEC) is responsible for the administration of Executive Committee General Elections, Executive Committee By-Elections, and referenda in a manner consistent with all Society By-Laws and regulations.

The Independent Electoral Commission (IEC) is also responsible for overseeing SFSS Council General Elections and By-Elections in a manner consistent with the constitution and by-laws of the respective Student Unions and Constituency Groups hosting a General Election or By-Election in any semester.

Standards

Composition

1. The IEC is comprised of the following members:
    a. one (1) Chief Commissioner, and
    b. four (4) Electoral Commissioners.

Roles

2. The Chief Commissioner is responsible for governing the conduct and the administration of Executive Committee General Elections and Executive Committee By-Elections

3. The Chief Commissioner is responsible for the oversight verification and oversight of Council General Elections and Council By-Elections.

4. The Chief Commissioner is responsible to assist election support requests submitted by Student Unions and Groups within the SFSS that needs election support

5. The Chief Commissioner is responsible for the administration of Society referenda.
6. The Electoral Commissioners shall support the Chief Commissioner in the administration of SFSS elections and referenda.
7. The IEC shall execute the Election Plan developed by SFSS staff, auditing the Plan to ensure it is compliant with all Society By-Laws, policies and regulations.
8. The IEC shall not author any electoral regulations without the consultation of the Campaigns, Research, and Policy Coordinator (CRPC) or designate.

Eligibility
9. Only Members in good standing of the SFSS are eligible to hold positions on the IEC.
10. The following members are not eligible to hold positions on the IEC:
    a. Council members,
    b. Executive Committee members, and
    c. Executive officers of a Faculty Student Union and/or Departmental Student Union.

Tenure
11. A Chief Commissioner will be appointed to hold office for a thirteen-month term, May 1st to April 30th, with a transition period from May 1st to May 31st.
12. Four electoral commissioners shall be appointed for the duration of any Society election or referendum.

Stipends
13. The Chief Commissioner and electoral commissioners shall receive a stipend.
    a. The Chief Commissioner shall receive a stipend equivalent to that of an Executive Board Member.
    b. Electoral Commissioners shall receive a stipend equivalent to that of half the Executive Board Member.

IEC-2: APPOINTMENT OF THE IEC

POLICY TYPE: IEC POLICY		
POLICY TITLE: APPOINTMENT OF THE CHIEF COMMISSIONER		
POLICY REFERENCE NUMBER: IEC-2		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After IEC Orientation	
	Previous Revisions	
Position	Signature	Date
President		

Policy

The members of the Independent Electoral Commission (IEC) are appointed by Council. The appointment process for members of the IEC will proceed in a manner consistent with Society hiring practices.

Standards

1. The appointment of the IEC is a process that takes between 4 and 8 weeks.
2. The Committee for the Recommended Appointment of an IEC (CRAI) shall be composed of the SFSS Administrative Services Department Liaison or designate, and the Campaigns, Research, and Policy Coordinator (CRPC) or designate.
3. The Committee shall give the President, and the Council at least once per week updates on the hiring process of the IEC, including the quantity of applicants and interviews conducted.
4. The Committee shall not reveal the identity of any applicants to Council during the hiring process.

Process

5. Before the start of the Summer semester, the CRAI will review the job description for each vacant position in the IEC.
6. The SFSS Administrative Services Department Liaison or designate, in conjunction with the Communications Office, will publish a job posting for all vacant positions on the IEC on various job boards and Society communication tools.

7. Resumes will be reviewed by the CRAI on the basis of the job requirements and the skills and experience of the applicants.
8. A shortlist of preferred candidates will be selected.
9. Interviews will be scheduled with the list of shortlisted candidates.
10. Interviews will be conducted.
11. The notes and scores for each candidate will be reviewed by the CRAI, and the top two candidates will be identified.
12. The references of the top candidate will be contacted.
    a. Where the references are positive, the top candidate will be submitted to Council as the recommended candidate.
    b. Where the references are not positive, the second top candidate's references will be contacted, and where these are positive, the second top candidate will be submitted to Council as the recommended candidate.
13. The resumes of all applicants are kept by the Administrative Services Department Liaison in a manner consistent with SFSS Personnel Policies.
14. The resumes, references, and interview notes of all shortlisted, interviewed candidates are kept in the Society's personnel files.
15. The resumes, references, interview notes, and all Human Resources and Finance forms are kept in the personnel files of all successful applicants.

16. The IEC Chief Commissioner shall be appointed as a thirteen (13) month-long position, with one month being overlap for training of a new the newly appointed IEC Chief

17. The IEC Commissioners shall be appointed and serve a term up until the end of the post-election period of the Election or By-election for which they serve, or the post-referendum period of the referendum for which they served.

IEC-3: IEC Orientation

Policy Type: IEC Policy		
Policy Title: IEC Orientation		
Policy Reference Number: IEC-3		
		Adopted: December 13, 2019
		Next Scheduled Revision: After IEC Orientation
		Previous Revisions

Position	Signature	Date
President		

Policy

The Campaigns, Research, and Policy Coordinator (CRPC) or designate will provide the members of the Independent Electoral Commission (IEC) with an orientation to their role, authority, and Society supports and processes available to them in the performance of their duties. The IEC is subject to SFSS employment standards and Personnel Policies.

The members of the IEC have no authority to act in the capacity of the IEC until they have participated in the IEC Orientation.

Process

1. The IEC Orientation will include a presentation on the following items:
    a. the structure of the SFSS,
    b. the function of Council,
    c. the function of the Executive Committee
    d. the function and requirements surrounding elections and referendum questions,
    e. IEC resources, including:
        i. computer hardware and software,
        ii. IT support,
        iii. the IEC email and calendar,
        iv. IEC records and filing,
        v. IEC budget, and
        vi. office supplies,
    f. the authority of the IEC,

g. the timesheet submission process and requirements,

h. the check requisition submission process and requirements,

i. the stages of the election and referendum process,

j. the minimum requirements for each stage of the election and referendum processes,

k. the processes for accessing Society staff administered supports and resources, including:

    i. space,

    ii. equipment,

    iii. printing,

    iv. graphic design,

    v. website content management,

    vi. social media content administration,

    vii. financial reimbursements (i.e. check requisitions),

    viii. accessibility supports, and

    ix. grants,

l. the access privileges to all electronic resources,

m. the procedure on how to handle complaints,

n. the procedure on how to complete an Elections and Referenda Report.

2. The IEC will be provided with all necessary supporting documentation, including:

a. SFSS Bylaws,

b. SFSS Elections & Referenda Policies,

c. IEC Orientation Manual, and

d. SFSS Administrative Policies.

**simon fraser
student society**

IEC-4: AUTHORITY OF THE IEC

POLICY TYPE: IEC POLICY	
POLICY TITLE: AUTHORITY OF THE IEC	
POLICY REFERENCE NUMBER: IEC-4	
	Adopted: December 13, 2019
	Next Scheduled Revision: After IEC Orientation
	Previous Revisions

Position	Signature	Date
President		

Policy

The IEC is endowed with specific powers to ensure that it may effectively administer all Society Executive elections and referenda, as well as ensure that these are administered in a manner consistent with all Society bylaws and regulations

Standards

1. The IEC is authorized to do any of the following:
    a. collect signed statements of campaign expenses from candidates and representatives of referendum campaigns,
    b. rule a candidates' candidacy or election invalid for any violation of Society Bylaws or Election or Referenda regulations,
    c. rule any referendum invalid for any violation of SFSS Bylaws or SFSS Election or Referendum regulations, and
    d. impose a reduction in the reimbursement of campaign expenses for any violation of Society Bylaws or Election or Referenda regulations.
2. The IEC will exercise its authority in a manner consistent with these policies.

3. The IEC shall assist with other elections of Non-Executive Council Election held by student unions and the results of such elections shall be sent to the IEC for filing to the Council.

    a. The IEC shall verify that these elections held comply with Society Bylaws and Regulations and the groups conducting said elections to council.

Process

4. As voting is conducted electronically, there is no need to assign students to the role of supervising polling or the counting of ballots.

5. All candidates are to be provided with a campaign expenses tracking and reporting sheet during their orientation.

6. Where the IEC renders a candidate ineligible, an electoral or referendum result invalid, a statement stating the decision will be drafted, date, signed by the Chief Commissioner, and submitted to the candidate or referendum campaign representative in question, Council, and the Campaigns, Research, and Policy Coordinator (CRPC) or designate, which lists the date and time of the bylaw or regulation infraction, as well as the material evidence demonstrating that the infraction has been committed.

   a. Disqualifications will be administered as provided for in these policies.

7. The only fines that may be imposed on a candidate or representative of a referendum campaign are fines of a value up to the total value of campaign expenses that may be reimbursed by the Society, as no greater fine may be practically administered by the Society.

   a. Where the IEC fines a candidate or representative of a referendum campaign, a statement stating the decision will be drafted, dated, signed by the Chief Commissioner, and submitted to the candidate or referendum campaign representative in question, Council, the CRPC or designate, which lists the date and time of the bylaw or regulation infraction, as well as the material evidence demonstrating that the infraction has been committed.

   b. Fines will be administered as provided for in these policies.

8. IEC may instead of a fine, suspend the campaign or some methods of campaigning by a candidate for a time determined by the IEC, not exceeding 48 hours.

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IEC-5: REPORTING STRUCTURE OF THE IEC

POLICY TYPE: IEC POLICY		
POLICY TITLE: REPORTING STRUCTURE OF THE IEC		
POLICY REFERENCE NUMBER: IEC-5		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After IEC Orientation	
	Previous Revisions	
Position	Signature	Date
President		

Policy

The Chief Commissioner is responsible for providing regular updates on the status of the operations and logistics of the SFSS elections and referenda to the Campaigns, Research, and Policy Coordinator or their designate.

Standards

1. Reports will be submitted in writing using the Chief Commissioner SFSS Elections and Referenda Status Report Template.

Process

2. The Chief Commissioner will provide a weekly report to the Administrative Services Department Liaison or their designate no later than 4pm each Friday from the time of their appointment to their submission of the Elections and Referenda Report.

3. Where the Administrative Services Department Liaison or their designate believes there is a risk to the organisation following from an inability to meet the minimum standards for hosting a Society election or referenda according to Society Bylaws and Regulations, the Administrative Services Department Liaison or their designate will submit to Council a recommendation for the dismissal of the Chief Commissioner and the appointment of an alternative candidate.

4. Where Council receives a recommendation for the dismissal of a Chief Commissioner, it or the Executive Committee will meet immediately on its behalf to accept or reject the recommendation of the Administrative Services Department Liaison or their designate.

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IEC-6: IEC RESOURCES

POLICY TYPE: IEC POLICY		
POLICY TITLE: IEC RESOURCES		
POLICY REFERENCE NUMBER: IEC-6		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After IEC Orientation	
	Previous Revisions	
Position	Signature	Date
President		

Policy

Society staff will ensure that the IEC is provided with everything it needs to properly fulfill its function.

Standards

1. The IEC will be provided with the following:
   a. office space necessary to meet, plan, and conduct infraction and appeal hearings,
   b. space to store elections and referenda documentation and files, and
   c. specific and limited staff support.

Process

2. The material resources made available to the IEC by the Society will be prepared and accessible prior to the IEC taking office.
3. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will act as the primary point of contact for the IEC in requesting any support from Society staff.
   a. A Staff Support Work Order Form will be made available to the IEC at all times on the Society website.

IEC-7: IEC Stipends

Policy Type: IEC Policy	
Policy Title: IEC Stipends	
Policy Reference Number: IEC-7	
	Adopted: December 13, 2019 **Next Scheduled Revision: After IEC Orientation** **Previous Revisions**

Position	Signature	Date
President		

Policy

In recognition of the services rendered to the Society by the IEC, the Chief Commissioner and Electoral Commissioners shall receive flat stipends.

Standards

1. The stipend of the Chief Commissioner shall be calculated at an hourly rate equivalent to that of a member of the Executive Committee.
   a. The final stipend for any election or referendum period will be withheld by the Society until such time as the Elections and Referenda Report is duly submitted to Council and filed with Society Staff.
   b. To be eligible to receive their stipends, Chief Commissioners must:
      i. participate in the IEC orientation process,
      ii. post work hours and office hours on the corporate calendar,
      iii. determining electoral commissioner work schedules,
      iv. complete and submit a weekly SFSS Elections and Referenda Status Report to the Campaigns, Policy and Research Coordinator (CRPC) or their designate, which includes a weekly timesheet for the Chief Commissioner position and all Electoral Commissioners that is then submitted by the CRPC to the Finance Office,
      v. host regular, posted office hours, and
      vi. meet the minimum requirements of the Chief Commissioner job description.

2. The stipend of an electoral commissioner shall be calculated at an hourly rate equivalent to half that of a member of the Executive Committee.

Process

3. During the IEC Orientation, the Chief Commissioner will be:
   a. provided with timesheets for themselves and the Electoral Commissioners,
   b. instructed on how to properly complete and submit timesheets, and
   c. instructed on accessing and using the Society corporate calendar to plan, develop, and track work schedules.

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IEC-8: REQUESTS FOR STAFF SUPPORT

POLICY TYPE: IEC POLICY		
POLICY TITLE: REQUESTS FOR STAFF SUPPORT		
POLICY REFERENCE NUMBER: IEC-8		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After IEC Orientation	
	Previous Revisions	
Position	Signature	Date
President		

Policy

Staff support is available to the Independent Electoral Commission (IEC).

Standards

1. The Campaigns, Research, and Policy Coordinator (CRPC) or designate is the primary point of contact for all requests for staff support from the IEC.
2. The CRPC or designate is available to the IEC for in-person consultations regarding Society elections and referenda between 9am and 4pm, Monday to Friday, when not otherwise occupied or there is a vacancy being filled.
3. Any request for staff support other than SFSS Constitution, Bylaw, or Policy support or BC Societies Act support that exceeds the minimum requirements of the Society elections or referendum processes will be queued in the workflow of the relevant departments, which administers requests on a first-come, first-served basis.
4. The Chief Commissioner must make themselves available in person where possible during regular Society Office hours to review the details of any request for staff support.

Process

5. A request for staff support is submitted using the IEC Request for Staff Support Work Order Form, which is available online.
   a. The IEC Request for Staff Support Work Order Form is to be submitted by the Chief Commissioner.
6. Upon receipt of a work order, the CRPC or designate will:
   a. review the work order,

b. request additional information where required,

c. direct the request to the appropriate staff department, and

d. liaise with staff and the Chief Commissioner at the request of either party regarding the work order.

7. A feedback form will be made available to the Chief Commissioner following the completion of each work order.

IEC-9: ADDITIONAL ELECTION SUPPORT

POLICY TYPE: IEC POLICY
POLICY TITLE: REQUESTS FOR STAFF SUPPORT
POLICY REFERENCE NUMBER: IEC-9

Adopted: December 13, 2019
Next Scheduled Revision: After IEC Orientation
Previous Revisions

Position	Signature	Date
President		

Policy

The IEC provides election support to Student Unions and Groups under the SFSS.

The IEC ensures that Council elections, other than elections for positions on the Executive Committee, are held in accordance with the SFSS By-Laws.

Standards

1. All Student Unions and Groups can reach out to the Chief Commissioner to assist in setting up and administering an election on behalf of the Student Union or Group.
2. The IEC Chief Commissioner shall be a resource to the Member Services Coordinators to assist groups when said groups reach out for these election-related requests.
3. Council elections, other than elections for positions on the Executive Committee, must adhere to the Bylaws and Regulation of the Society and the IEC Chief Commissioner shall verify the results of the Election of non-Executive Councillors that there was adequate notice and that the election of said Councillors otherwise

Process

4. The IEC must be available during their term of appointment to help set up and administer elections on behalf of Student Unions and groups within the SFSS, and as requested by Members and Member Services Coordinators - Groups.
5. Non-Executive Council Elections may be run in accordance with the Bylaws of the Society.
6. The IEC can verify the election of the Councillor in question is in line with the Society Bylaws and Society Regulation. If the IEC Chief Commissioner believes that the Non-Executive Council election in question is unverifiable, this must be communicated to the Chair of Council, and Council may order that a re-election for that position takes place.

NOTICE OF ELECTION AND REFERENDUM POLICIES

NEP-1: NOTICE OF ELECTION AND REFERENDUM PERIOD

POLICY TYPE: NOTICE OF ELECTION AND REFERENDUM POLICY	
POLICY TITLE: NOTICE OF ELECTION AND REFERENDUM PERIOD	
POLICY REFERENCE NUMBER: NEP-1	
	Adopted: December 13, 2019
	Next Scheduled Revision: After Notice of Election Period
	Previous Revisions

Position	Signature	Date
President		

Policy

All Members of the SFSS must be given every reasonable opportunity to become aware of, understand, and participate in Society elections and referenda.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Notice of Election and Referendum Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives during the Notice of Election and Referendum Period.

Standards

1. All forms and guidelines necessary to the Notice of Election and Referendum Period processes will be available to all members at all times, including the IEC.

Dates

2. The Notice of Election and Referendum Period will begin the weeks immediately preceding the weeks of the Campaign Period.

Duration

3. The Notice of Election and Referendum Period will last at least 2 weeks.

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NEP-2: NOTICE OF ELECTION AND REFERENDUM PERIOD COMMUNICATIONS POLICY

POLICY TYPE: NOTICE OF ELECTION AND REFERENDUM POLICY		
POLICY TITLE: NOTICE OF ELECTION AND REFERENDUM COMMUNICATION POLICY		
POLICY REFERENCE NUMBER: NEP-2		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After Notice of Election Period	
	Previous Revisions	
Position	Signature	Date
President		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Nomination and Submission Period are met.

The Independent Electoral Commission (IEC) is responsible for developing and conducting Member outreach initiatives during the Nomination and Submission Period.

Standards

1. Notices announcing the upcoming elections shall be posted in prominent locations throughout the University at least two (2) weeks before the opening of the nomination period, but no earlier than the first Monday of classes in the same semester. In addition, these notices shall also be posted electronically on online Society channels. The notices shall include the following information:
   a. Early calls for submissions of nominations,
   b. the date voting will take place,
   c. the positions vacant,
   d. the dates for the opening and closing of the nomination period,
   e. the Regulations governing the nomination of candidates,
   f. the place for pick-up and deposit of nomination papers, and

    g. the length of time for campaigning for office and the limitation on campaign expenses.

2. An advertisement announcing the dates for the opening and closing of the nomination period shall be sent to the student newspaper to be posted at least fourteen (14) calendar days prior to the opening of nominations.

3. Tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits will be conducted during the Nomination and Submission Period, if possible.

4. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

Process

5. The Communications Coordinator or designate will design and publish twenty-five (25) printed notices of the upcoming Election or Referendum, not less than eleven (11) by seventeen (17) inches, must be posted in prominent locations throughout the University, and must include at least the following information:
    a. vacant Executive Committee positions if any,
    b. the dates for the Nomination Period,
    c. the regulations governing the nomination of candidates or submission of referendum question,
    d. instructions for the acquisition and submission nominations and referendum questions,
    e. the dates of the Campaign Period and limits on campaign expenses, and
    f. the dates during which voting will take place.

6. The Communications Coordinator or designate will send the printed notice described above to the student newspaper to be posted for no less than the duration of the Notice of Election and Referendum Period.

7. The Communications Coordinator or designate will:
    a. design notices and advertisements indicating the dates and processes of the Notice of Election and Referendum Period,
    b. ensure that the Notice of Election and Referendum Period notices and advertisements include
    c. ensure that all Society communications platforms are used to publish and disseminate all Campaign Period notices and advertisements.

8. The IEC, upon taking office, will:
    a. develop a strategy for tabling, and class and meeting visits, and
    b. develop a calendar for tabling and class and meeting visits.

9. The IEC may develop and coordinate additional outreach initiatives.

     a.   Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.

CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICIES

**simon fraser
student society**

NP-1: NOMINATION AND SUBMISSION PERIOD

POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY		
POLICY TITLE: NOMINATION AND SUBMISSION PERIOD		
POLICY REFERENCE NUMBER: NP-1		
Adopted: December 13, 2019 **Next Scheduled Revision: After Notice of Election Period** **Previous Revisions**		
Position	Signature	Date
President		

Policy

All Members of the SFSS must be given every reasonable opportunity to submit themselves as nominees to a position on the Board of Directors or submit referendum questions for consideration on the upcoming ballot.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Notice of Election and Referendum Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives during the Nomination and Submission Period, as well as making the final determination regarding candidate and referendum question eligibility on the basis of these policies.

Standards

1. All forms and guidelines necessary to the Nomination and Submission Period processes will be available to all Members at all times, including the IEC.
2. The Nomination Package will be a fillable PDF form in which candidates must complete all required information.

3. The IEC may choose to give weekly or more frequent updates to the SFSS membership on recently approved candidates within the Nomination Period for the purposes of increasing participation in the election if they so fit.

Dates

4. The Nomination and Submission Period will begin the weeks immediately preceding the weeks of the Campaign Period.

Duration

5. The Nomination and Submission Period will last 2 weeks.

NP-2: NOMINATION AND SUBMISSION PERIOD COMMUNICATIONS POLICY

POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY		
POLICY TITLE: NOMINATION AND SUBMISSION PERIOD COMMUNICATIONS POLICY		
POLICY REFERENCE NUMBER: NP-2		
		Adopted: December 13, 2019
		Next Scheduled Revision: After Notice of Election Period
		Previous Revisions

Position	Signature	Date
President		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Nomination and Submission Period are met.

The Independent Electoral Commission (IEC) is responsible for developing and conducting Member outreach initiatives during the Nomination and Submission Period.

Standards

1. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

Process

2. The Communications Coordinator or designate will:
    a. design notices and advertisements for the Nomination and Submission Period,
    b. review those assets at the start of each semester and at the end of each Nomination and Submission Period, and
    c. coordinate the production of all print notices and advertisements,
    d. develop a schedule for the publication Nomination and Submission Period notices and advertisements, and
    e. utilize information contained in candidate Nomination Packages for any communication materials that would require the use of this information.
3. The IEC, upon taking office, will:

      c.   develop a strategy for tabling and class and meeting visits, and

      d.   develop a calendar for tabling and class and meeting visits.

4. The IEC may develop and coordinate additional outreach initiatives.

      a.   Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.

NP-3: NOMINATION SUBMISSION AND REVIEW

POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY		
POLICY TITLE: NOMINATION SUBMISSION AND REVIEW		
POLICY REFERENCE NUMBER: NP-3		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After Notice of Election Period	
	Previous Revisions	

Position	Signature	Date
President		

Policy

Proposed candidates will be deemed eligible to run in a Society election where they meet the eligibility criteria, submit a complete Nomination Package, and attend a candidate orientation.

Standards

1. Only Members in good standing of the SFSS are eligible to run for the Executive Committee.
2. No person may be a candidate for more than one position on the Executive Committee a single election.
3. Proposed candidates must conduct themselves in line with SFSS values, By-Laws, policies, and election rules and regulations.
4. A complete Nomination Package will include the following items:
   a. a duly completed and signed Nomination Form, which will include:
      i. the candidate name, student number, address, telephone number, email address, and
      ii. the names, signatures, and student numbers of at least ten (10) members of the SFSS who support the candidacy,
   b. a duly completed and a signed Statement of Consent permitting the Society to access any and all information from the University Registrar necessary to determining a candidate's eligibility until the end of the Council term for which that candidate is running,
   c. a duly completed and a signed Agreement to Serve as a Director, and

d. a duly completed and signed Model Release Form.

5. Nomination Packages will be available to all members at all times on the Society website.

6. All nominees to a position on the Board of Directors are required to attend a candidate orientation.

Processes

Nomination Packages

7. Proposed candidates will:
   a. complete the Nomination Package,
   b. ensure that all information provided on the forms is legible,
   c. submit the signed and completed nomination package to:
      i. the Student Centre (SC) between the hours of 10am and 4pm, Monday to Friday if in person; or
      ii. to the Chief Commissioner during their posted office hours if in person; or
      iii. via email at elections.chief@sfss.ca if it is an online package, and
   d. attend one of the scheduled candidate orientation sessions.

8. The SC will:
   a. date and time stamp all submissions,
   b. place submissions in a locked submission box,
   c. complete and sign a drop-off tracking sheet record,
   d. have the proposed candidate sign the drop-off tracking record,
   e. send candidates a confirmation email acknowledging the receipt of their submission, and
   f. provide those submissions to the Chief Commissioner upon request.

9. The Chief Commissioner will:
   a. pick-up the printed Nomination Packages from the SC,
   b. complete and sign a drop-off tracking sheet record for the records they receive personally in printed copy,
   c. have the proposed candidate sign the drop-off tracking record if they receive the submission in printed copy,
   d. send candidates a confirmation email acknowledging the receipt of their submission, and
   e. provide the CRPC or designate with all nomination package submissions.

10. The CRPC or designate will:
    a. collect the Nomination Packages from the Chief Commissioner,

     b. review all information ensuring that all proposed candidates and endorsements are provided by active members in good standing, and

     c. submit a list of all eligible candidates with student numbers and contact information to the Chief Commissioner.

Candidate Orientation

11. The CRPC or designate will:
    a. book the space, time, and equipment for the Candidate Orientation,
    b. develop a Candidate Orientation Presentation and Manual, present the SFSS as an organisation, the role of Council and the Executive Committee, and the role of a Director to candidates at the orientation presentation,
    c. ensure that the Candidate Orientation Presentation and Manual includes a discussion on the specific instances where complaints can be made, and
    d. ensure that timelines and guidelines for Campaign Materials and Campaign Literature will be captured in the Candidate Manual and communicated during Candidate Orientation.

12. The Chief Commissioner will:
    a. take attendance at the orientation, and
    b. present the electoral processes and regulations to the candidates.

13. The Candidate Orientation and/or Candidate Manual will outline pre-arranged Orientation meeting days so candidates are made aware what days they are required to be present in order to be eligible to run.

Confirmation of Eligibility

14. The Chief Commissioner will:
    a. determine the eligibility of each candidate on the basis of,
        i. meeting the eligibility criteria,
        ii. submission of a complete Nomination Form, and
        iii. attendance at a Candidate Orientation,
    b. complete and sign a Statement of Eligibility for each proposed candidate, and
    c. provide the original copy of the statement to the CRPC or designate for record keeping and a copy to the candidate.

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NP-4: REFERENDUM QUESTION SUBMISSION AND REVIEW

POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY
POLICY TITLE: REFERENDUM QUESTION SUBMISSION AND REVIEW
POLICY REFERENCE NUMBER: NP-4

Adopted: December 13, 2019
Next Scheduled Revision: After Notice of Election Period
Previous Revisions

Position	Signature	Date
President		

Policy

Referendum Questions will be deemed to have been duly submitted and slated for inclusion on a ballot where the Independent Electoral Commission (IEC) receives a complete Referendum Question Submission Package.

Standards

1. A Referendum Question, including an Ordinary Resolution or Special Resolution, may be submitted to the IEC for inclusion in one of three (3) ways:
    a. a simple majority vote of Council,
    b. a simple majority vote of the Executive Committee, and
    c. a petition submitted to Council that contains the text of the proposed resolution and the signatures of five (5) percent of the members in good standing of the Society.
2. Referendum questions submitted to Council by petition must use the template provided by the Society, and made available on the Society website.

Process

Referendum Question Submission
3. Where Council votes in favour of including a referendum question on a Society election or referendum ballot by simple majority, it will:
    a. task a Councillor with the responsibility of acting as the primary point of contact for all referendum question related issues, and

b. task a director with the responsibility of submitting a Referendum Question Submission Package to the Student Centre (SC).

4. Where Council receives a petition signed by 5% of the membership in favour of including a referendum question on the next regularly scheduled Society election or referendum ballot, it will:
   a. identify the member submitting the petition as the primary point of contact for all referendum question related issues,
   b. ensure that the minimum requirements of the submission of a referendum question by petition are met,
   c. task a Councillor with the responsibility of acting as a liaison between the primary point of contact and Council, and
   d. task a Councillor with the responsibility of submitting a referendum question Submission Package to the SC on behalf of the Member acting as the primary point of contact for that referendum question.

5. Where Council votes in favour of including a referendum question on a Society election or referendum ballot by simple majority, it will:
   a. task a councillor with the responsibility of acting as the primary point of contact for all referendum question related issues, and
   b. task a councillor with the responsibility of submitting a Referendum Question Submission Package to the SC.

6. The SC will:
   a. date and time stamp all Referendum Question Package submissions,
   b. place submissions in a locked submission box,
   c. complete and sign a drop-off tracking sheet record,
   d. have the proposed candidate sign the drop-off tracking record, and
   e. provide those submissions to the Campaigns, Research, and Policy Coordinator (CRPC) or designate for review.

7. The CRPC or designate will:
   a. collect the Referendum Question Submission Packages,
   b. review all information ensuring that all minimum requirements for submission are met, and
   c. submit a list of all eligible Referendum Questions and the names and contact information for the primary point of contact for each Referendum Question to the Chief Commissioner.

Confirmation of Referendum Question Reception and Inclusion on the Ballot

8. The Chief Commissioner will:
   a. determine the eligibility of each candidate on the basis of,

    i.   meeting the eligibility criteria, and
    ii. the submission of a complete Nomination Form,

b. complete and sign a Confirmation of Referendum Question Inclusion on a Ballot to the primary points of contact for each Referendum Question deemed to have met the minimum requirements,

c. complete and sign a Confirmation of Referendum Question Exclusion from a Ballot to the primary points of contact for each Referendum Question deemed to have not met the minimum requirements, and

d. provide the original copy of each Conformation to the CRPC or designate for record keeping and a copy to the primary point of contact, to Council, and to the Executive Committee.

CAMPAIGN PERIOD POLICIES

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CP-1: CAMPAIGN PERIOD

POLICY TYPE: CAMPAIGN POLICIES		
POLICY TITLE: CAMPAIGN PERIOD		
POLICY REFERENCE NUMBER: CP-1		
		Adopted: December 13, 2019
		Next Scheduled Revision: After Campaign Period
		Previous Revisions
Position	Signature	Date
President		

Policy

All candidates to positions on the Executive Committee must be given every reasonable opportunity to campaign on behalf of their candidacy.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Campaign Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives, moderating debates, approving Campaign Literature, and administering the complaints process during the Campaign Period.

Standards

Dates

1. The Campaign Period shall begin the weeks immediately preceding the weeks of the Voting Period.

Duration

2. The Campaign Period shall last at least 2 weeks.

CP-2: Campaign Period Communications Policy

POLICY TYPE: CAMPAIGN POLICIES
POLICY TITLE: CAMPAIGN PERIOD COMMUNICATIONS POLICY
POLICY REFERENCE NUMBER: CP-2
Adopted: December 13, 2019 **Next Scheduled Revision: After Campaign Period** **Previous Revisions**

Position	Signature	Date
President		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Campaign Period are met. This process will be guided by Communications Department Standard Operating Procedures (SOPs).

The Independent Electoral Commission (IEC) is responsible for conducting developing and conducting member outreach initiatives during the Campaign Period.

Standards

1. Twenty-five (25) notices not less than eleven inches by seventeen inches announcing the candidates nominated and the date, times of polling and places of polling shall be placed in prominent positions throughout the University no more than seventy-two (72) hours following the close of nominations.
2. An advertisement announcing the candidates nominated, the date, times of polling and places of polling shall be sent to the student newspaper to be posted in the first issue following the close of nominations.
3. With respect to (a) and (b) above, the names of nominees for each office shall be placed after the title of each office in alphabetical order according to surname.
4. Tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits will be conducted during the Campaign Period, if possible.
5. A Campaign Development Design and Template will be made available to the IEC for planning purposes

Process

6. The Communications Coordinator or designate will design and publish twenty-five (25) notices not less than eleven inches by seventeen inches announcing the candidates nominated and the date, times of polling and places of polling shall be placed in prominent positions throughout the University no more than seventy-two (72) hours following the close of nominations.

7. The Communications Coordinator or designate will send the printed notice described above to the student newspaper to be posted for no less than the duration of the Notice of Election and Referendum Period.

8. The Communications Coordinator or designate will:
    a. design notices and advertisements for the Campaign Period,
    b. review those assets at the start of each semester and at the end of each Campaign Period, and
    c. coordinate the production of all print notices and advertisements, and
    d. develop a schedule for the publication Campaign Period notices and advertisements.

9. The IEC, upon taking office, will:
    a. develop a strategy for tabling, and class and meeting visits, and
    b. develop a calendar for tabling and class and meeting visits, if possible.

10. The IEC may develop and coordinate additional outreach initiatives.
    a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.

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CP-3: CAMPAIGN PERIOD REGULATIONS

POLICY TYPE: CAMPAIGN PROCESS POLICIES

POLICY TITLE: CAMPAIGN PERIOD REGULATIONS

POLICY REFERENCE NUMBER: CP-3

Adopted: December 13, 2019
Next Scheduled Revision: After Campaign Period
Previous Revisions

Position	Signature	Date
President		

Policy

All electoral and referenda campaigns are 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.

Where staff are found to breach applicable regulations, they will be subject to a progressive disciplinary process.

Definitions

1. 'Campaigning' means the active goal of convincing Members to vote for a candidate.
2. 'Campaign Literature' means print materials endorsing the election of a candidate or group of candidates to a position on the Board.
3. 'Campaign Materials' means anything encouraging the election of a candidate or group of candidates. Campaign Materials include Campaign Literature.
4. "Endorsement" means an expression of a Member's public support for a candidate's platform, including a candidate expressing public support for another candidate's platform.

Regulations

1. Campaigning will not:
    a. start before the beginning of the Campaign Period.
2. Candidates must not pre-campaign. Candidates announcing that they intend to or have submitted nomination for the upcoming election does not count as pre-campaigning as long as it does not tell candidates to vote for any candidate or any group of candidates.

3. Candidates must conduct themselves in line with SFSS values, By-Laws and policies.
4. No Society staff or department may in any way seek to influence the outcome of an election.
5. Campaign Materials must not be defamatory or discriminatory.
    a. 'Defamatory' is defined as any false statement or remark damaging the reputation of someone else that are any candidate or member of the society with a purpose to discredit them in the process of campaigning.
    b. Candidates shall not engage in any defamatory comment, remark or material posted to defame another candidate.
    c. Defamatory or discriminatory statements or remarks against a candidate must not be engaged with by that candidate that believes defamatory or discriminatory statements or campaign material were made against them without prior notification of the IEC.
6. Campaign Literature must cover a reasonable surface area as not to disadvantage other candidates and must be pre-approved by the IEC before being posted.
7. Campaign Literature must:
    a. indicate the authoring candidate,
    b. indicate the position on the Executive Committee for which the candidate is running,
    c. indicate that the piece of Campaign Literature is associated to the SFSS Election,
    d. be approved by the Independent Electoral Commission (IEC)
    e. be collected and discarded before the start of the Voting Period,
    f. if applicable, be posted in a designated poster location as pre-approved by the Communications Coordinator or designate, and
    g. be paid for by the candidate who will request reimbursements according to CP-5.
    h. not include more than one candidate on the same campaign literature
8. Campaign Literature must not be posted in Society offices.
9. Handbills distributed for the purposes of campaigning on behalf of a candidate or a group of candidates must be directly handed to a member of the society and shall not be randomly placed around campus.
10. Only members may campaign on behalf of candidates or referendum questions.
11. Candidates can only collect, use, or disclose personal information from members with their explicit consent for the express purpose that is disclosed to them.
12. Society resources shall not be used for campaigning
13. No SFU listserv mail lists or SFU course platforms shall be used to campaign on behalf of any candidate.
14. Any member of the society may issue an endorsement for a candidate or a group of candidates.

15. Any candidate who is endorsed by a person who is defaming or being discriminatory to another candidate, must not publicize that endorsement of such person, and must reject said endorsement.

16. Clubs, Student Unions, Constituency Groups or any such group under the Society may choose to issue endorsements of candidates.

17. The SFSS Council as a body, or the Executive Committee as a body, may not endorse any candidate or any group of candidates for any election within the Society. Endorsements can be made by a Councillor in their private capacity of a student and member, as long as society resources are not used.

Infraction Schedule

18. Where Society staff have been found to have sought to influence the outcome of an election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies.

19. Where a candidate is found to have started campaigning before the start of the Campaign Period, that candidate will be subject to the Progressive Disciplinary Schedule provided by this policy.

20. Where Campaign Materials, including Campaign Literature, are found to be defamatory or discriminatory, the authoring candidate will be subject to the Progressive Disciplinary Schedule provided by this policy.

21. Campaign Literature will be collected and discarded where it:
    a. does not indicate the authoring candidate,
    b. has not been approved by the IEC, or
    c. it is displayed before or after the Campaign Period.

22. Where non-members are found to be campaigning on University property, Campus Security will be contacted and informed.

23. Where candidates are found to be collecting, using or disclosing personal information without the explicit consent of the individual to whom it belongs, they will be subject to Progressive Disciplinary Schedule.

Progressive Disciplinary Schedule

24. Stage 1: For a first offence, the accused candidate will be notified of the breach, and reminded of the regulation in question.

25. Stage 2: For a second offence, the candidate will be fined, or have their campaigning or one or more method(s) of campaigning suspended for time, not exceeding 48 hours as determined by the IEC.

26. Stage 3: For a third offence, the candidate will be disqualified from the election.

27. Where an offence is deemed particularly egregious, the IEC may skip Stage 1, or skip Stage 1 and 2. The Candidate Manual will outline instances that may require application of this rule.

Process

28. Any Member who believes a campaign regulation has been breached will submit a duly completed Complaint Form to the Independent Electoral Commission (IEC) through a form submission software, along with any relevant material evidence in support of that claim.

29. Upon receipt of the complaint, the IEC will schedule an in-person review of the evidence provided, no later than the next scheduled IEC office hours.
    a. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will be included in all aspects of the IEC complaint review process as an advisor.

30. Where the IEC, by simple majority vote, determines that the evidence provided reasonably demonstrates that a breach has occurred, identifies the author of that breach, and identifies the author of that breach as a candidate to a position on the Executive Committee, that person will be subject to the progressive disciplinary process, as provided for in this policy.

31. The IEC shall make available an appeals process for candidates who believe the decision was not fair, or who alleges there was a breach of policy in the decision. The IEC may consult legal aid to advise on the issue and the burden of proof will be placed on the candidate. The candidate shall have the opportunity to state their case with representation and additional evidence may be submitted by the candidate for the IEC to make the final decision.

CP-4: APPROVAL OF CAMPAIGN MATERIALS

POLICY TYPE: CAMPAIGN PROCESS POLICIES		
POLICY TITLE: APPROVAL OF CAMPAIGN MINUTES		
POLICY REFERENCE NUMBER: CP-4		
		Adopted: December 13, 2019
		Next Scheduled Revision: After Campaign Period
		Previous Revisions

Position	Signature	Date
President		

Policy

All Campaign Literature must be approved by the Independent Electoral Commission (IEC).

Candidates must ensure that the IEC is provided with the tools to monitor all Campaign Materials and activities for adherence to campaign regulations.

Definitions

1. "Campaigning" means the active goal of convincing Members to vote for a candidate.
2. 'Campaign Literature' means print materials endorsing the election of a candidate or group of candidates to a position on the Board.
3. 'Campaign Materials' means anything encouraging the election of a candidate or group of candidates.

Standards

4. Campaign Materials must not be defamatory or discriminatory.
5. Campaign Materials and Campaign Literature must follow all Regulations outlined in CP-3.
6. Timelines and guidelines for Campaign Materials and Campaign Literature will be captured in the Candidate Manual and communicated during Candidate Orientation.

7. Campaign Literature must identify one candidate per piece of campaign literature, and easily identify that one candidate as the author for the purposes of easily-identifying the candidate to reimburse, whether or not the candidate is a part of a slate.

Process

Campaign Literature

8. The Communications Coordinator or designate will design a template for Campaign Literature that will ensure the standards for Campaign Literature are met.

9. The Communications Coordinator or designate will ensure that the Campaign Literature Template is available at all times on the Society Website.

10. The candidate may:

    a. design campaign literature using the template made available on the Society website, or, design other campaign material as long as it satisfies the requirements of these Regulations,

    b. submit Campaign Literature in pdf format to the IEC as email attachments sent to elections.chief@sfss.ca, and

    c. submit a request for reimbursement as per CP-5.

11. The IEC will:

    a. review the Campaign Literature submitted by candidates for adherence to the Campaign Literature standards, and

    b. notify the candidate in writing whether or not the submission is approved.

        i. Where the submission is not approved, reasons will be provided, and instructions on how to meet compliance will be provided.

        ii. No campaign literature must be placed in IEC approved poster location without approval of the IEC

Campaign Materials

12. Links and descriptions of all web-based campaign tools, such as website and social media profiles, must be provided to the Chief Commissioner in writing to elections.chief@sfss.ca.

13. Campaign material online or otherwise, for which a candidate submits campaign expense submission, must be only for that candidate. Shared online Campaign Material between candidates may not be expensed or reimbursed by the Society. A breach of this regulation by candidate will have them be subject to the Campaign Period Infraction schedule.

14. Candidates must communicate the time and place of all in-person campaign activities, other than the Society debates provided for in these policies, to the Chief Commissioner in writing to elections.chief@sfss.ca.

simon fraser student society

CP-5: CAMPAIGN EXPENSES

POLICY TYPE: CAMPAIGN POLICIES
POLICY TITLE: CAMPAIGN EXPENSES
POLICY REFERENCE NUMBER: CP-5

Adopted: December 13, 2019
Next Scheduled Revision: After Campaign Period
Previous Revisions

Policy

The campaign expenses of candidates to a position on the Executive Committee are limited to $100 maximum, which will be reimbursed where candidates submit duly completed Expense Report Forms to the IEC within 72 hours of the close of the Campaign Period.

Process

1. A candidate shall only get reimbursed for campaign expenses incurred by them as a candidate, and only for Campaign Material that has been pre-approved by the IEC.

2. Candidates acting as a slate, or a group of candidates, may not pool campaign resources or incur shared campaign expenses for purposes of an election for promoting campaign material, including but not limited to sponsored ads for mutual benefit, as reimbursements shall be done on a per-candidate basis only. Candidates found to be breaching this regulation may be subject to progressive discipline as provided for in these regulations.

3. Expense Report Forms will be made available to all members at all times on the Society website.

4. Expense Reports must be submitted to the Chief Commissioner, in writing, within 72 hours succeeding the close of the Campaign Period.

    a. Proposed candidates will:

        i. print the Expense Report Form,

        ii. complete the Expense Report Form,

        iii. ensure that all information provided on the form is legible,

        iv. attach to the form itemized receipts for any expense, and

        v. submit the Form and itemized receipts to the Student Centre (SC) between the hours 10am and 4pm, Monday to Friday.

b. The SC will:
   i. date and time stamp all submissions,
   ii. place submissions in a locked submission box,
   iii. complete and sign a drop-off tracking sheet record,
   iv. have the candidate sign the drop-off tracking record, and
   v. provide those submissions to the Chief Commissioner.
5. Where Expense Reports are not duly received within 72 hours, the candidates will forfeit their entitlements to campaign expense reimbursement.

CP-6: Debates

POLICY TYPE: CAMPAIGN PROCESS POLICIES		
POLICY TITLE: DEBATES		
POLICY REFERENCE NUMBER: CP-6		
Adopted: December 13, 2019 **Next Scheduled Revision: After Campaign Period** **Previous Revisions**		
Position	Signature	Date
President		

Policy

The Communications Coordinator or designate is responsible for designing and planning debates.

The Chief Commissioner is responsible for moderating debates or designating a Commissioner to moderate debates in their stead, and designating electoral commissioners to support roles during the debates.

Standards

1. Debates will be hosted publicly at least one of three University campuses: Burnaby, Surrey, or Vancouver.
2. Debate themes will be pre-determined by the Campaigns, Research and Policy Coordinator (CRPC) and Events Coordinator or their designates, and released to candidates ahead of the debates.
3. Where feasible, the debates will be live streamed.
4. Where feasible, provisions will be made for off-site participation in the debates.
5. Where feasible, the debates will be recorded and made available to all members.
6. Questions from the public will be submitted before the debate, if possible.

Process

7. The Communications Coordinator or designate will ensure that a set of Standard Operating Procedures (SOP) for hosting of debates are developed and made available to

the Independent Electoral Commission (IEC) on demand. The SOP for the debates will include, at least, the following:

  a.   an evaluation strategy for assessing the success of a debate,

  b.   the time, place, length, and dates for debates,

  c.   structure of the debate,

  d.   the time limits for responding to questions and/or themes and how they will be enforced and by whom,

  e.   a budget, and

  f.   a set of procedures and an owner for each area of responsibility associated to the debate.

8.   The candidates, Council, and IEC shall be provided with a feedback form regarding the debates.

CP-7: SLATES

Position	Signature	Date
President		

Policy

Slates are permissible for Executive Committee Elections to encourage democratic participation and collaboration amongst Members of the Society. All candidates who are seeking election on Slate are subject to the By-Laws, Regulation and additional rules as a candidate whether or not they are affiliated with a slate. Candidates acting together on a slate must ensure that the IEC is provided with the tools to monitor Campaign activities for adherence to campaign regulations.

Definitions

1. "Slates" are a group of two (2) or more candidates running in an election under a similar platform, for mutual advantage, with the goal of getting each other elected.
2. "Pre-Campaigning" means the active goal of convincing Members to vote for a candidate outside of the campaign period as outlined in By-Law 15.
3. "Campaigning" means the active goal of convincing Members to vote for a candidate.

Standards

4. Candidates, or a group of candidates on a Slate, shall not share campaign expenses or pool financial resource together for mutual benefit or incur shared campaign expenses that benefit candidates within such a slate collectively.

5. Campaign Material that are used by a group of candidates on a Slate, that does not incur shared expenses between candidates are allowed. Any such campaign material but must

be pre-approved by the IEC before it can be used for the purposes of campaigning by any candidate or group of candidates on a slate.

    a. Campaign literature are physical and/or printed and therefore means shared expenses has been incurred by a group of candidates collectively, and therefore shall not be approved or allowed in Society elections.

6. Slates shall not pre-campaign on behalf of any group of candidates running on a slate.

Process

7. During the campaigning period, candidates on a slate may engage in activities collectively, use shared slogans, similar color schemes for individual posters, or name themselves as a slate, and use other non-society resources such as alternate media and promote themselves online to benefit candidates comprising of the slate.

8. Slates will not be officially registered or recognized by the IEC, and collective slate names shall not be placed on the ballots.

9. For any Executive Committee Election or By-election, each candidate will have their names listed on the voting ballot as individual candidates without slate names associated with that candidate.

VOTING PERIOD POLICIES

**simon fraser
student society**

VP-1 VOTING PERIOD

POLICY TYPE: VOTING PROCESS POLICIES		
POLICY TITLE: VOTING PERIOD		
POLICY REFERENCE NUMBER: VP-1		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After Voting Period	
	Previous Revisions	
Position	Signature	Date
President		

Policy

All eligible members of the Society will be provided with every reasonable opportunity to vote in elections, by-elections, and referenda.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Voting Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives during the Voting Period, and formally announcing the election and referendum results.

Standards

Dates

1. The Voting Period shall take place as determined by Council in accordance with the SFSS By-Laws.

Duration

2. The Voting Period shall last between 2 and 4 weekdays.
3. Voting will begin before or at 9am on the first day of the voting period
4. Voting will cease at 5pm or later on the last day of the voting period.

VP-2 Voting Period Communications Policy

POLICY TYPE: VOTING PROCESS POLICIES
POLICY TITLE: VOTING PERIOD COMMUNICATIONS POLICY
POLICY REFERENCE NUMBER: VP-2
Adopted: December 13, 2019 **Next Scheduled Revision: After Voting Period** **Previous Revisions**

Position	Signature	Date
President		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Voting Period are met.

The Independent Electoral Commission (IEC) is responsible for developing and conducting member outreach initiatives during the Voting Period.

Standards

1. The Communications Coordinator or designate will:
    a. design notices and advertisements indicating the dates and means of voting, and
    b. ensure that all Society communications platforms are used to publish and disseminate all Voting Period notices and advertisements.
2. The IEC will plan and schedule tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits during the voting period, if possible.
3. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

Process

4. The Communications Coordinator or designate will:
    a. design notices and advertisements for the Voting Period,
    b. review those assets at the start of each semester and at the end of each Voting Period, and

c. coordinate the production of all print notices and advertisements, and

d. develop a schedule for the publication Voting Period notices and advertisements.

5. The IEC, upon taking office, will:

a. develop a strategy for tabling, and class and meeting visits, and

b. develop a calendar for tabling and class and meeting visits.

6. The IEC may develop and coordinate additional outreach initiatives:

a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.

VP-3 Voting Period Regulations

Policy Type: Voting Process Policies		
Policy Title: Voting Period Regulations		
Policy Reference Number: VP-3		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After Voting Period	
	Previous Revisions	
Position	Signature	Date
President		

Policy

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.

Where staff are found to breach applicable regulations, they will be subject to a progressive disciplinary process.

Regulations

1. No Society staff or department may seek to influence the outcome of an election in any way.
2. No Member may coerce any other to vote or vote for a candidate or group of candidates.

Infraction Schedule

3. Where Society staff have been found to have sought to influence the outcome of an election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies.
4. Where a Member is found to have coerced any other to vote for a candidate or group of candidates, that candidate or group of candidates will be subject to the Progressive Disciplinary Schedule provided by this policy.

Progressive Disciplinary Schedule

5. Stage 1: For a first offence, the accused candidate will be notified of the breach and reminded of the regulation in question.
6. Stage 2: For a second offence, the candidate will be fined, or have their campaigning or one or more methods of campaigning suspended for time, not exceeding 48 hours as determined by the IEC.
7. Stage 3: For a third offence, the candidate will be disqualified from the election.
8. Where an offence is deemed particularly egregious, the IEC may skip Stage 1, or skip Stage 1 and 2. The Candidate Manual will outline instances that may require application of this rule.

Process

9. Any member who believes a voting regulation has been breached will submit a duly completed Complaint Form to the Independent Electoral Commission (IEC) through the relevant form submission software, along with any relevant material evidence in support of that claim.
10. Upon receipt of the complaint, the IEC will schedule an in-person or online review of the evidence provided, no later than the next scheduled IEC office hours.
    a. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will be included in all aspects of the IEC complaint review process as an advisor.
33. Where the IEC, by simple majority vote, determines that the evidence provided reasonably demonstrates that a breach has occurred, identifies the author of that breach, and identifies the author of that breach as a candidate to a position on the Executive Committee, that person will be subject to the progressive disciplinary process, as provided for in this policy. The IEC shall make available an appeals process for candidates who believe the decision was not fair, or who alleges there was a breach of policy in the decision. The IEC may consult legal aid to advise on the issue and the burden of proof will be placed on the candidate. The candidate shall have the opportunity to state their case with representation and additional evidence may be submitted by the candidate for the IEC to make the final decision.

VP-4: ELIGIBILITY TO VOTE

POLICY TYPE: VOTING POLICY		
POLICY TITLE: ELIGIBILITY TO VOTE IN A BOARD ELECTION		
POLICY REFERENCE NUMBER: VP-4		
	Adopted: December 13, 2019	
	Next Scheduled Revision: After Voting Period	
	Previous Revisions	

Position	Signature	Date
President		

Policy

Every undergraduate student of Simon Fraser University who is a member of the Simon Fraser Student Society may vote for their preferred candidate to positions on the Executive Committee.

Every undergraduate student of Simon Fraser University who is a member of the Simon Fraser Student Society may vote in every referendum question.

Every undergraduate student of Simon Fraser University who is not a Member of the Simon Fraser Student Society, but who would be subject to the proposed creation, amendment, or revocation of a Student Society Fee, may vote in that referendum.

Process

Verification of a person's status as an eligible voter

1. The eligibility of a person to vote in a general election, by-election, or referendum will be determined by the Chief Commissioner of the Independent Electoral Commission (IEC) by means of the appropriate voter list provided to the Society by the University Registrar.

VP-5: BALLOTS AND VOTING SYSTEM

POLICY TYPE: VOTING POLICY		
POLICY TITLE: BALLOTS		
POLICY REFERENCE NUMBER: VP-5		
Adopted: December 13, 2019 **Next Scheduled Revision: After Voting Period** **Previous Revisions**		
Position	Signature	Date
President		

Policy

Voting in Society elections, by-elections, and referenda will be administered via the University Websurvey system.

Standards

1. The ballot shall order candidates alphabetically by last name, and referendum questions in order of submission to the Independent Electoral Commission (IEC).
2. Where a position is uncontested, the candidate will be subject to a 'yes'/'no' vote.
3. Slate names shall not be included on ballots.

Process

4. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will:
   a. request the email lists from the University Registrar necessary to conducting Society elections and referenda,
   b. design the Websurvey ballot,
   c. design the email used to distribute the ballot to all eligible voters,
   d. submit the email and ballot for review by the Chief Commissioner.
5. The Chief Commissioner will:
   a. review the ballot and email provided to it by the CRPC or designate,
   b. request any changes be made to the proposed ballot to ensure adherence to Society bylaws and regulations, and
   c. send written approval to the CRPC or designate for the distribution of the email and ballot.

VP-6: ELECTION RESULTS

POLICY TYPE: CAMPAIGNS PROCESS POLICIES
POLICY TITLE: ELECTION RESULTS
POLICY REFERENCE NUMBER: VP-6
Adopted: December 13, 2019 **Next Scheduled Revision: After Voting Period** **Previous Revisions**

Position	Signature	Date
President		

Policy

Election results will be tabulated and communicated to the Membership at the earliest reasonable moment.

Process

1. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will:
    a. will submit to the Chief Commissioner an electronic copy of the report on the results of all ballots immediately following the close of the Voting Period. This report is shared to the Privacy Officer (i.e. the CRPC) in a secure manner without any personal identifiers of members. The data shared is thus aggregate data only for the purpose of future comparisons and research.
2. The Chief Commissioner will:
    a. complete a Notice of Election and Referenda Results Form,
    b. submit a copy of that notice to Council, the Finance Coordinators, the Communications Coordinator, the student newspaper, and the candidates to positions on the Executive Committee.
    c. submit the original copy of that notice to the CRPC or designate for record keeping purposes.
3. The Communications Coordinator or designate will post the Notice of Election and Referenda Results on all available Society communications channels.
4. In the event of a tie, a run-off election will be held for the contested position.
5. A run-off election will:
    a. consist of only a voting period,

      b. be 48 hours in duration,

      c. commence on the business day after the results of the main election are received by the IEC, and

      d. extend the election period by the number of days it takes to complete the run-off election.

6. All other election results will be withheld until the conclusion of the run-off election.

7. All candidates will be notified in the event of a run-off election.

8. All members eligible to vote in the run-off election will be notified before the new ballot is re-opened.

POST-ELECTION PERIOD POLICIES

**simon fraser
student society**

PEP-1: POST-ELECTION PERIOD

POLICY TYPE: POST-ELECTION PROCESS POLICIES
POLICY TITLE: POST-ELECTION PERIOD
POLICY REFERENCE NUMBER: PEP-1

Adopted: December 13, 2019
Next Scheduled Revision: After Voting Period
Previous Revisions

Position	Signature	Date
President		

Policy

The Chief Commissioner is responsible for the submission of an Elections and Referenda Report to the outgoing Council and the Campaigns, Research, and Policy Coordinator (CRPC) or designate following any election or referendum. The CRPC or designate will also gather feedback from candidates, Council, staff and management using a feedback survey, which will result in an Elections Feedback Report.

Standards

1. The Chief Commissioner must submit a report using the Elections and Referenda Report Template.
2. The Elections and Referenda Report Template will be designed by the CRPC or designate.
3. The Communications Coordinator or designate will ensure that the Template is available to the IEC at all time on the Society website.
4. The CRPC or designate will develop a feedback survey and distribute it to Election candidates and the outgoing Council, and collect the results.
5. The CRPC or designate will prepare an Elections Feedback Report.

Process

6. To be eligible to receive their final stipend for that election, the Chief Commissioner must submit a Elections and Referenda Report containing at least the following information:
   a. dates of the general election, by-election, or referendum in question,

b. names of any candidates and positions for which they ran,

c. exact wording of all referendum questions,

d. the results of each vote (i.e. positions and referendum questions)

e. a summary of any issues that arose during the election and the means used to address those issues,

f. a set of recommendations for the improvement of future elections, by-elections, and referenda, and

g. an appendix including all infractions, complaints, and decisions made regarding electoral and referendum campaign regulations.

7. The IEC Commissioners shall be released from their positions until the next scheduled election periods and shall be shortlisted if available and if preferred in the next batch of interviewing for IEC Commissioners.

8. The IEC Chief Commissioner will serve for 13 month long appointment and assist in other elections of Councillors and Student Unions and Groups across the campus on request.

9. Once the report has been duly submitted and approved by Council, the Office of VP Finance may release to the Chief Commissioner their stipend for any period including or after the voting period.

10. The CRPC or designate will maintain the Elections and Referenda Reports, Notice of Election and Referenda Results, SFSS Elections and Referenda Status Report, and Elections Feedback Reports to be used for comparison in future Elections.

11. After duly receiving and approving the Elections and Referenda Report, the Society shall ensure that the three latest received Elections and Referenda reports are appropriately shared with members of the SFSS (including but not limited to being placed on Society website). If personal information is included in the report, it shall be redacted in accordance with relevant privacy legislation.

APPENDIX

COMMITTEE FOR THE RECOMMENDED APPOINTMENT OF AN IEC (CRAI)

Name and Type

Name: Committee for the Recommended Appointment of an Independent Electoral Commission (CRAI)
Duration: The committee will be established at least sixty (60) days before May 1st of every year.

Purpose

This purpose of this committee is to interview candidates for the position of Chief Commissioner, and make a recommend to Council one of the candidates.

Membership

- Voting members
    - SFSS Administrative Services Department Liaison or designate
    - Campaigns, Research, and Policy Coordinator or designate

The SFSS Administrative Services Department Liaison or designate will act as Chair of the CRAI.

Deliverables

The purpose of this committee is to provide Council with a formal recommendation for the appointment of candidates to the position of five (5) electoral commissioners: one (1) Chief Commissioner, (4) Electoral Commissioners

- review job descriptions,
- review job postings,
- advertise job postings,
- collect and review the candidate packages,
- conduct interviews according to standard SFSS hiring practices,
- draft a formal recommendation to Board,
- file recommendations, applications, and interview notes according to the standards contained in the SFSS Personnel Policies, and

- submit a recommendation for the appointment of a full IEC to the Council Chair.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Council meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Bylaws and Policies

The members of the committee should be particularly familiar with the content of the following:

- SFSS Bylaws related to Elections and By-Elections
- Elections and Referenda Policies

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November 9th, 2020

Dear President Johnson, Vice President Finance Pochurko, Vice President Academic Driver, and Associate Vice President Students and International Khan-Hemani,

We are writing in regard to both the implemented 2% and 4% increases in tuition for domestic and international students respectively for the 2020-2021 academic year, and the recent announcement of further increases for the 2021-2022 year that followed the students' clear condemnation of the previous year's budget decisions. The Simon Fraser Student Society Board of Directors would like to acknowledge the receipt of the email from Vice Presidents Driver and Pochurko on November 5th. We have found the response we received to be insufficient and we urge the University to re-evaluate the proposed tuition increases for the upcoming academic year, and implement a tuition freeze for the next 5 years.

At the SFSS Annual General Meeting on October 26th, over 600 students gathered to overwhelmingly support a motion to formally condemn SFU for the tuition increases during the 2020-2021 academic year, and to demand a response from the Administration and Board of Governors. In an email received by the SFSS from Vice Presidents Porchurko and Driver, it was noted that the 2020-2021 budget was approved before the COVID-19 pandemic began. While we recognize that in March, there was much uncertainty regarding how the pandemic would unfold, the budget was still approved during a time of extreme uncertainty and distress, which we do not believe was an act of good faith.

With regard to the support being received by students from the University (emergency funding, bursaries etc.) and through CESB, we maintain our stance that they certainly helped some, but it is not a sustainable or practical solution to financial strain. Emergency supports simply cannot reach everyone - it is a finite amount, and the application processes create barriers for students who may not know how to or be able to apply. Bursaries have a GPA and course load requirement, which also disqualify students in need. The most equitable solution, which would address the biggest cost in many students' lives, would be to freeze tuition and work towards reversing tuition increases that have been put in place. If students were not essentially going broke paying regularly hiked tuition, there would be reduced need for reactionary emergency supports and bursaries in the future.

On average, the cost of obtaining an undergraduate degree has increased by almost $14,000 over the last two decades [1]. While domestic students are protected by the provincially mandated cap of an up to 2% tuition increase per year, international students are left to bear the burden of exploitatively high and unpredictable tuition increases, as seen in the 2019-2020 tuition increase of up to 20% for international students in certain programs. We understand the desire to hold onto carry-over funds (such as the $48M reported in the last budget cycle [2]) in the case of an emergency. However, we believe that spending plans for such funding need to be re-evaluated immediately to address the current ongoing
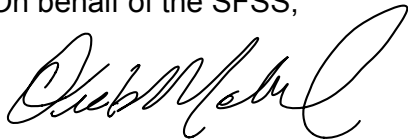
emergency. As a world class institution, SFU is growing and will continue to grow post-pandemic. We urge you as University administration to re-evaluate the financial priorities of the institution, and equitably support students who need help now.

The SFSS urges you to understand that the financial burdens students are facing are having serious consequences on our quality of life. Many students are living under the poverty line, living paycheque to paycheque, and signing up for lifelong debts at the ages of 17 or 18 years old. As University administrators you may be far removed from this reality today, but as students we are explicitly telling you that we cannot continue to pay more and more as each academic year passes. The only true long-term solution to student financial and mental distress is to make being a student affordable in the first place. We are urging you to do the right thing.

We call on SFU for the following:

1) **Commit to a tuition freeze for the the next 5 years**, to account for uncertainty with COVID-19, and to allow students to financially recover post-pandemic
2) Renew efforts and **commit to working with the SFSS in lobbying the provincial government** to increase operational funding for post secondary, and develop a model that is not only tied to domestic enrollment
3) **Continue to provide financial relief to low-income students** through bursaries, and **remove minimum GPA requirements and minimum course load requirements** for the duration of the pandemic
4) **Work with the student societies throughout the budget development process,** in order to receive sufficient student feedback regarding funding priorities

On behalf of the SFSS,

Osob Mohamed
President

Dear School of Environmental Science and Faculty of Environment,

We have recently learned that there is a plan to evict the Environmental Science Student Union (EVSCSU) and Bachelor of Environment Student Union (BESU) from their common room in TASC 7470 to convert it to a lab space. We believe that common room space is an important space for students to connect. Student space is vital to wellbeing of students, interdisciplinary learning, sharing ideas, creating friendships, and collaboration. If this institution wants to provide an environment that is engaging and welcoming, a permanent common room space must be allocated to BESU and EVSCSU. With the loss of this common room space there can be a great disconnect between students within the faculty and their student union, with further isolation.

The new Student Union Building has limited rooms and is shared between hundreds of clubs and student groups, so it may not always have the space to be booked by departmental students unions (DSUs). Therefore, DSUs need permanent space to engage their members and new students. The DSU space must also be close to their faculty, labs and classes, so booking space in the SUB may not be accessible or fair.

We ask that you commit to provide both BESU and EVSCSU with permanent common room spaces of adequate size and in an accessible location, as well as a written agreement to ensure the spaces will not be taken away in the future. The department must also consult with the student unions in regards to matters pertaining to the common rooms to prevent any future miscommunication such as the one that resulted in the current eviction.

Regards,

SFSS Board of Directors

STEPS FORWARD — THE BC INITIATIVE FOR INCLUSIVE POST SECONDARY EDUCATION (BC-IPSE)

Introduction to STEPS Forward

- Organization that works with universities and colleges in BC to create access to mainstream courses and programs of study for students with developmental disabilities
- Founded and continues to be driven by families of persons with disabilities
- STEPS Forward is not a program, but an initiative that provides access and support to individuals with disabilities who are interested in attending post-secondary institutions
  - There are no students of STEPS Forward, but SFU students supported by STEPS Forward
- STEPS Forward supports students at UBC, UBC-O, Emily Carr, University of Victoria, Trinity Western University, SFU and NVIT

Student Access

- Students receive an SFU ID, email and student number
- Students are enrolled in 2 courses each semester, based on their area of interests
  - Students are enrolled as auditors but with our support, are full participants in their classes and complete all aspects of the course
    - Facilitators collaborate with instructors and teacher assistants to modify course content and materials, also strive to find inclusive ways for student to participate in class discussions, tutorials, laboratories and group activities.
- Students are encouraged to participate in campus life: to join clubs, attend events and connect with other extra-curricular activities available to the campus community
- Students are also supported to develop career identities and seek paid employment opportunities that relate to their studies and career aspirations
- Inclusion facilitators also provide support to campus community to build capacity to include students from all walks of life. They are available to instructors and student peers so that the experience is beneficial for all.
- After 4 or 5 years, students convocated, alongside their peers, with a Certificate of Completion in their area of studies

Areas for Potential Collaboration

- Student volunteer and employment opportunities
- Accessibility and advocacy work within SFU
- Access to student life through payment of student activity fee and recognition as SFSS members, creating equal access to SFU student life
  - Students can be included in policies by including "students who access support from STEPS Forward" or "students working towards a certificate of completion"

Contact Information

Feel free to reach out with any questions!

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November 13th, 2020

On April 1st, 2020, the SFSS Board of Directors passed a motion to contribute $150,000 into emergency funding for both domestic and international SFU undergraduates, all of which went directly into the hands of students on a purely need basis. In May 2020, the SFSS also contributed $60,000 to establish an emergency assistance fund for Fraser International College students as well. The SFSS recognizes the unique financial stressors that the COVID-19 pandemic has brought up, and in our Spring COVID-19 Undergraduate Survey, we found that 37.5% of students were unsure of their ability to continue schooling as a direct result of their financial position [1]. Additionally, a number of new students have joined SFU in the Fall semester, who did not have access to previous rounds of emergency funding. Originally, when developing the 2020-2021 SFSS budget, we predicted a sizable deficit due to a drop in student enrollment based on SFU projections. However, Summer 2020 and Fall 2020 enrollment were actually higher than predicted, and exceeded typical enrollment numbers from pre-COVID times. Additionally, SFSS spending in certain areas such as grants for Clubs and Student Unions, and SFSS Events has been much lower than usual due to virtual events being cheaper to run than in-person ones.

Currently, our Finance office is working on an updated budget for the ongoing fiscal year, so that we may identify areas of underspending, and potentially re-route that funding into another round of emergency assistance. Through this fund, we can provide support for our members who are dealing with a financial emergency, have exhausted other possible resources, and whose financial hardship has impacted their life as a student in a significant way. With the recent announcements of tuition hikes, and the likely continuation of online schooling well into the 2021-2022 academic year, and the lack of available and accessible emergency funding from SFU this semester, I believe the SFSS has a duty to explore areas in which we can directly support students.

Next steps:

1. President and VP Finance work alongside the Finance coordinators to determine areas of underspending
2. Determine an appropriate amount of money to put aside for emergency fund
3. Board of Directors to consider a motion to contribute X to re-establish the Simon Fraser Student Society Emergency Assistance fund, to be administered through SFU Financial Aid and Awards