1. CALL TO ORDER

Call to Order – 9:13 AM

2. TERRITORIAL ACKNOWLEDGMENT

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

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President .... *Vacant*
VP External Relations .... Jasdeep Gill
VP Finance .... Matthew Chow
VP Student Services .... Samer Rihani
VP Student Life .... Tawanda Masawi
VP University Relations .... Jackson Freedman
At-Large Representative *(Chair)* .... Mohammed Ali
At-Large Representative .... *Vacant*
Faculty Representative (Applied Sciences) .... Kia Mirsalehi
Faculty Representative (Arts & Social Sciences) .... *Vacant*
Faculty Representative (Business) .... Jessica Nguyen
Faculty Representative (Communications, Art, & Technology) ...... Amrita Mohar
Faculty Representative (Education) .... Cameron Nakatsu
Faculty Representative (Environment) .... Russell Dunsford
Faculty Representative (Health Sciences) .... Christina Loutsik
Faculty Representative (Science) .... Natasha Birdi

3.2 Society Staff

Administrative Assistant .... Zoya Nari
Build SFU General Manager .... Marc Fontaine
Campaign, Research, and Policy Coordinator .... Sarah Edmunds
Executive Director .... *Vacant*
Research and Administrative Assistant .... Maria Kawahara

3.3 Guests

The Peak News Editor Assistant .... Michelle Gomez
The Peak Frequency President .... Jeffrey Leung
The Peak Frequency VP .... Kayli Jamieson
The Peak Frequency VP .... Tony Yu
The Peak Frequency External Relations Director .... Vanessa Cheong
CJSF Public Affairs Coordinator .... Jesse Wentzloff
CJSF Volunteer Coordinator .... Caitlin Van Der Have
SFPIRG Campaign Coordinator & SOCA Member .... Teresa Dettling
Student .... Sheldon Bond

3.4 Absents
Faculty Representative (Applied Sciences) ....Kia Mirsalehi

Cameron Nakatsu arrived at 9:15 AM
Christina Loutsik arrived at 9:20 AM

4. ADOPTION OF THE AGENDA
4.1 MOTION BOD 2019-01-18:01
Samer/Russell
Be it resolved to adopt the agenda as amended.

- New Business: 6.3 SFU Got Talent 2019, 6.4 BOG Breakfast Event, and 6.5 Events Committee Social

CARRIED AS AMENDED

5. MATTERS ARISING FROM THE MINUTES
5.1 MOTION BOD 2019-01-18:02
Jackson/Cameron
Be it resolved to receive and file the following minutes:

- Board of Directors 2019-01-04.pdf
- Council 2018-11-21.pdf

CARRIED

6. NEW BUSINESS
6.1 Elections and Referenda Policies – MOTION BOD 2019-01-18:03
Jackson/Samer
Whereas the Governance Committee has approved and recommended the attached amendments to the Elections and Referenda policies;
Be it resolved to approve all amendments made to the elections and referenda policies as attached.

CARRIED

- Electoral Reform is now complete
- Purpose: to support the IEC in terms of procedural responsibilities and provide organizational responsibilities to SFSS staff
- Changes:
    o Campaign finance
    o Posters

6.2 Education Affordability Event – MOTION BOD 2019-01-18:04
Cameron/Russell
Be it resolved to spend up to $4,348.85 from line item 820/20 to host an event on the increasing cost of education on February 15th, 2019.

CARRIED AS AMENDED

- Amendment: change $x to $4,348.85

- Increase in spending amount in order to cater to more attendees

6.3 SFU's Got Talent 2019 – MOTION BOD 2019-01-18:05
Samer/Jackson
Be it resolved to approve up to $3,830.00 from line item 817/20 for the SFSS and SFU Peak Frequency "SFU's Got Talent" event in March 2019.
CARRIED

- Total does not include any refreshments
- Occurred as a collaboration with the SFSS last year
- Goal: 400-420 attendees
- Changes:
    o Increase in equipment and funding for photographers/contingency

Jasdeep Gill arrived at 9:28 am

- Suggestion: 1 Board of Directors member to be a judge
- Concession stand is an option from SFU catering, where all funds will go back to SFU
- No electoral discussion to occur at the event

The Peak Frequency members left at 9:34 am

6.4 BOG Breakfast Event – MOTION BOD 2019-01-18:06
Jasdeep/Jackson
Whereas the Board of Directors approved $203.66 from line item 820/20 on January 4th, 2019 for the BOG meeting breakfast taking place on January 24th;
Be it resolved to approve an additional $17.59 from line item 820/20 to cover the additional costs related to moving the event from the Burnaby campus to the Vancouver campus.
CARRIED

- $20 increase for security from the change in campus

6.5 Events Committee Social – MOTION BOD 2019-01-18:07
Tawanda/Cameron
Be it resolved to approve up to $300 from line item 817/20 for the Events Committee Social.
CARRIED

- There is currently 9 members in the committee
- Board must approve committee social expenditures

7. DISCUSSION ITEMS
7.1 Shared Space Model – BN

- Refer to attachment
- Suggestion:
    o To allocate the rooms on a semester basis or yearly basis, however, it will be based on the student groups' usage of the space
    o Cycle through student groups in a hybrid model

- Larger rooms will be locked outside of office hours, but during regular office hours, the room will be open to all students unless booked by the students in the office (they are priority)
- Renewal of spaces for student groups will be made with reason; which will help with building a community for the groups depending on how frequently members attend and make use of the space
- Allocate the space based on a diverse selection criterion of functionality

7.2   MOTION – BOD 2019-01-18:08
Samer/Jasdeep
Be it resolved to add Council Update: Women's Centre Posters as 7.3 and Council Update: FSUs and DSUs Reimbursement Concern as 7.4 under Discussion items.
CARRIED

- 1 abstention

7.3   Council Update: Women's Centre Posters
- A collaborative event with the Women's Centre and SOCA is meant to raise awareness of marginalized communities
    - An exclusive event with closed doors to create a safe space for the individuals who attend the event
- Note: members should be able to collaborate inclusively other than specific concerns; such as survivors could be exclusive
    - There are concerns as to what should be considered an exclusive or inclusive event and should be considered on a case by case basis

CJSF arrived at 10:15 AM

- BC Human Rights Law refers to exclusivity for marginalized groups

7.4   Council Update: FSUs and DSUs Reimbursement Concern
- Student group members are receiving cheques for reimbursements extremely late compared to historically
    - SFSS committees must go through the same process and experience the same delays
- Suggestion:
    - To provide example cheque requisitions to prevent delays in processing
- Councillors are concerned about the layout of the form and are confused about certain parts
- CampusVibe addresses the cheque requisition concerns, such as how to fill out the form

8. IN-CAMERA
8.1   MOTION BOD 2019-01-18:09
Samer/Russell
Be it resolved to go in-camera for the remainder of the meeting.
CARRIED

8.2 Forum Chambers/Undergrounds

8.3 ED Search Update

8.4 Re-thinking Health Initiatives

8.5 Services Review

9. EX-CAMERA

9.1 MOTION BOD 2019-01-18:10
Matthew/Jasdeep

Be it resolved to go ex-camera.

CARRIED

9.2 Staff Liaison Officer – MOTION BOD 2019-01-18:11
Matthew/Jasdeep

Be it resolved to appoint Marc Fontaine, Build SFU Manager, as the Staff Liaison Officer effective January 30th, 2019.

CARRIED

10. ATTACHMENTS

- BN_ Event Proposal.pdf
- BN - Shared Space Model.pdf
- SFSS Elections and Referenda Policies 2019-01-16.pdf
- 2019-01-16 BN Options for shared space model.pdf
- Feb15_EventPlan.PDF
- Jan24_Event Plan.PDF

11. ADJOURNMENT

MOTION BOD 2019-01-18:12
Jackson/Russell

Be it resolved to adjourn the meeting at 12:08 PM.

CARRIED

BRIEFING NOTE

OPTIONS FOR SUB SHARED SPACE MODEL FOR CLUBS AND STUDENT UNIONS

ISSUE

There are several suites in the Student Union Building (SUB) that have been designated for use by clubs and student unions. It is necessary to determine the best method of allocating these suites in order to ensure effective long-term use of the space.

BACKGROUND

The first and second floors of the SUB contain seven suites, three of which have been allocated to the Women's Centre, Out on Campus, and the First Nations Student Association. In September 2017, the SFSS published a request for expressions of interest (RFEOI) in which student groups and external groups were invited to show their interest in being assigned space in the SUB. Over 60 groups responded, most of them being clubs and student unions.

Upon review of the submissions, the Board of Directors decided to prioritize internal SFSS groups – clubs and student unions – for the office space. All respondents were informed of this decision in December 2017.

Subsequently, in Fall 2018 the Board of Directors decided to allocate one of the suites as a home for a new SFSS centre focused on diversity and wellness.

CURRENT STATUS

Of the three suites that are available for clubs and student unions, each includes a large room and two or three interior offices similar in layout to the suite shown to the right.

There are 11 offices and four large rooms that have not yet been allocated.

Several options are available for allocating the available spaces. We need to consider the large rooms as well as the interior offices.

Large rooms (4):
1. Allocate the large rooms <u>independently</u> of the interior offices; allow the large rooms to be booked on a short-term basis or used as drop-in spaces.
2. Allocate the large rooms and interior offices <u>together</u> such that the groups assigned to the offices have exclusive or priority access to the large rooms.

Offices (11):
1. Allow all clubs and student unions to book the offices on an hourly or daily basis using an online booking system. This usage would be similar to the 15 Team Rooms on the fourth floor that will be available for hourly bookings to all students.
2. Allocate the offices to clubs and student unions for a defined period of time – one semester or one year. Two groups could be allocated to each office in order to increase usage of the spaces.

KEY CONSIDERATIONS

First, we need to decide whether the offices will be available to all groups for short-term bookings or allocated to groups for a longer period of time such as for one semester or one year. There are pros and cons to each option:

Option for offices	Pros	Cons
Short-term bookings (e.g. daily or hourly)	• Maximizes the number of clubs/SUs that can use the offices • No need to manage key distribution	• No sense of ownership of the spaces by clubs/SUs • Less ability for clubs/SUs to create a sense of community
Semesterly/Yearly allocations	• Allows clubs/SUs to have a consistent space to gather	• Only 11 or 22 groups (if doubled-up) could be allocated space at a time

Second, if the semesterly/yearly allocation option is chosen, we need to decide the length of term:

Option for offices	Pros	Cons
One semester	• More frequent opportunity to evaluate whether the offices are being used effectively and to re-allocate office spaces to other clubs/SUs	• Less ability for clubs/SUs to create a sense of community over a shorter period of time • More administrative effort required to manage the allocation of office spaces
One year	• Provides a longer term for clubs/SUs to establish their presence	• Clubs/SUs would have fewer opportunities to apply for and obtain office space throughout the year

Third, if the semesterly/yearly allocation option is chosen, we need to decide whether each office would be assigned to one group or two groups:

Option for offices	Pros	Cons
One club/SU per office	• Maximizes the number of clubs/SUs that can use the offices	• Only 11 clubs/SUs could be allocated office space at a time
Two clubs/SUs per office	• Increases the number of clubs/SUs that have access to office space	• Each club/SU would need to coordinate access with their roommates

Fourth, we need to decide how to allocate the large rooms that are connected to the offices:

Option for large rooms	Pros	Cons
Available for drop-in use by any students (for study, informal meeting, or lounge purposes)	• Offers the greatest availability of space in the SUB to all students, including groups who are assigned interior office spaces and wish to use the adjacent large rooms	• Lack of connection between club members and random students using the space • Groups have no "ownership" of the space
Available exclusively by groups who are assigned interior office spaces	• Groups would have sole control over the space, effectively extending their office spaces	• Limited access for general students; fewer students would be able to use the rooms overall
Hybrid model – drop-in during daytime hours but can be booked by groups who are assigned to the interior office spaces	• Student leaders still maintain access to space at all times and students will have access during office hours	• There may be a challenge in managing bookings • Groups will have less "ownership" of their spaces during the day

RECOMMENDATION

Based on the number of clubs and student unions who indicated interest in being assigned office space in Fall 2017 and the pros and cons listed above, it is recommended to assign the spaces as follows:

- Each office assignment be allocated on a semesterly basis
- Each office allocated to two clubs or student unions who will share the space
- Each large room be available for drop-in use by any students (clubs and student unions within the interior offices will also be able to use the large room, but not exclusively)

Briefing Note
Options for SUB Shared Space Model for Clubs and Student Unions

Issue

There are several suites in the Student Union Building (SUB) that have been designated for use by clubs and student unions. It is necessary to determine the best method of allocating these suites in order to ensure effective long-term use of the space.

Background

The first and second floors of the SUB contain seven suites, three of which have been allocated to the Women's Centre, Out on Campus, and the First Nations Student Association. In September 2017, the SFSS published a request for expressions of interest (RFEOI) in which student groups and external groups were invited to show their interest in being assigned space in the SUB. Over 60 groups responded, most of them being clubs and student unions.
Upon review of the submissions, the Board of Directors decided to prioritize internal SFSS groups – clubs and student unions – for the office space. All respondents were informed of this decision in December 2017.
Subsequently, in Fall 2018 the Board of Directors decided to allocate one of the suites as a home for a new SFSS centre focused on diversity and wellness.

Current Status

Of the three suites that are available for clubs and student unions, each includes a large room and two or three interior offices similar in layout to the suite shown to the right.
There are 11 offices and four large rooms that have not yet been allocated.
Several options are available for allocating the available spaces. We need to consider the large rooms as well as the interior offices.

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1.   Allocate the large rooms independently of the interior offices; allow the large rooms to be booked on a short-term basis or used as drop-in spaces.
2.   Allocate the large rooms and interior offices together such that the groups assigned to the offices have exclusive or priority access to the large rooms.

Offices (11):
1.   Allow all clubs and student unions to book the offices on an hourly or daily basis using an online booking system. This usage would be similar to the 15 Team Rooms on the fourth floor that will be available for hourly bookings to all students.

2.   Allocate the offices to clubs and student unions for a defined period of time – one semester or one year. Two groups could be allocated to each office in order to increase usage of the spaces.

Key Considerations

First, we need to decide whether the offices will be available to all groups for short-term bookings or allocated to groups for a longer period of time such as for one semester or one year. There are pros and cons to each option:

Option for offices	Pros	Cons
Short-term bookings (e.g. daily or hourly)	· Maximizes the number of clubs/SUs that can use the offices · No need to manage key distribution	· No sense of ownership of the spaces by clubs/SUs · Less ability for clubs/SUs to create a sense of community
Semesterly/Yearly allocations	· Allows clubs/SUs to have a consistent space to gather	· Only 11 or 22 groups (if doubled-up) could be allocated space at a time

Second, if the semesterly/yearly allocation option is chosen, we need to decide the length of term:

Option for offices	Pros	Cons
One semester	· More frequent opportunity to evaluate whether the offices are being used effectively and to re-allocate office spaces to other clubs/SUs	· Less ability for clubs/SUs to create a sense of community over a shorter period of time · More administrative effort required to manage the allocation of office spaces
One year	· Provides a longer term for clubs/SUs to establish their presence	· Clubs/SUs would have fewer opportunities to apply for and obtain office space throughout the year

Third, if the semesterly/yearly allocation option is chosen, we need to decide whether each office would be assigned to one group or two groups:

Option for offices	Pros	Cons

One club/SU per office	· Maximizes the number of clubs/SUs that can use the offices ·	· Only 11 clubs/SUs could be allocated office space at a time
Two clubs/SUs per office	· Increases the number of clubs/SUs that have access to office space	· Each club/SU would need to coordinate access with their roommates

Fourth, we need to decide how to allocate the large rooms that are connected to the offices:

Option for large rooms	Pros	Cons
Available for drop-in use by any students (for study, informal meeting, or lounge purposes)	· Offers the greatest availability of space in the SUB to all students, including groups who are assigned interior office spaces and wish to use the adjacent large rooms ·	· Lack of connection between clubs and random students using space and those involved in clubs - Groups have no "ownership" of the space
Available exclusively by groups who are assigned interior office spaces	· Groups will have sole control over all the space; effectively extending their space	· Limited access for general students, less total students able to use rooms
Hybrid model – drop-in during daytime hours but can be booked by groups who are assigned to the interior office spaces	· Student leaders still maintain access to space at all times, students will also have access general during office hours	· Groups have less "ownership" of their spaces during the day

Recommendation

Based on the number of clubs and student unions who indicated interest in being assigned office space in Fall 2017 and the pros and cons listed above, it is recommended to assign the spaces as follows:

· Each office assignment be allocated on a semesterly basis
· Each office allocated to two clubs or student unions who will share the space
· Each large room be available for drop-in use by any students (clubs and student unions within the interior offices will also be able to use the large room, but not exclusively)

Next Steps

1. …

BRIEFING NOTE

Let's Talk: The Right to Learn

BACKGROUND

This proposal is for an event centred around the increasing cost of advanced education across Canada. This event will include the screening of a 30 minute documentary called "The Right to Learn" filmed by Conor DeVries who is a film student at Ryerson University. Here is an abstract for the film:

The Right to Learn investigates the drastic increase in higher education costs in Canada over the past few decades. It follows three students as they navigate the real-world effects of this rise in tuition, as well as the impact seen within educational institutions and Canadian culture at large. (Trailer: https://vimeo.com/282506174)

After the screening, political figures will be invited to speak on this issue, and provide an opportunity for students to ask questions and generate a meaningful dialogue on the topic. Some individuals I intend to reach out to are:

- Terry Beech, MP Burnaby North (Federal Liberal)
- Melanie Mark, MLA Minister of Advanced Education (Provincial NDP)
- Katrina Chen, MLA Burnaby-Lougheed (Provincial NDP)
- Andrew Wilkinson, Leader of Provincial Liberals
- Jagmeet Singh, Leader of Federal NDP
- Andrew Weaver, Leader of Provincial Greens

Additionally, I will be reaching out to SFU Administration and other local student societies so they can send representatives and be a part of this event.

Event Logistics

- **NAME:** Let's Talk: The Right to Learn
- **DATE**: Friday, February 15
- **TIME**: 5pm to 9pm
- **LOCATION**: Diamond Family Auditorium
- **ATTENDEES**: 200
- **AV**: overhead projector, mic, sound system
- **TABLES/CHAIRS**: podium for speakers; tables in the lobby for check-in and catering
- **CATERING**: will consist mostly of finger foods appropriate for networking events
- **AGENDA**: **this is a proposed agenda and is subject to change
    - 5:00pm - 5:30pm -- Check-In
    - 5:30pm - 5:45pm -- Introduction from the SFSS
    - 5:45pm - 6:15pm -- "The Right to Learn"
    - 6:15pm - 6:30pm -- Filmmaker: Conor DeVries
    - 6:30pm - 7:30pm -- Break and Refreshments
    - 7:30pm - 7:50pm -- Speaker #1
    - 7:50pm - 8:00pm -- Speaker #1 Q&A
    - 8:00pm - 8:20pm -- Speaker #2
    - 8:20pm - 8:30pm -- Speaker #2 Q&A
    - 8:30pm -- SFSS Concludes Event

COST

Category	Description	Quantity	Cost
Beverages	Freshly brewed Fair Trade coffee	20 cups x $18.99 x 10	$379.80
	Assorted Fair Trade teas	5 bags x $1.89 x 30	$56.70
	Assorted soft drinks and juices	200 bottles x $2.39	$478.00
Hors D'oeuvres	Cajun Blackened Chicken Stick	8 orders x $29.99	$239.92
	Chorizo and Sweet Potato Bite	8 orders x $24.99	$199.92
	Mini Tacos	8 orders x $31.99	$255.92
	Fungi Arancini	8 orders x $28.99	$231.92
	Quattro Fromaggio	8 orders x $24.99	$199.92
	Vegetarian Spring Rolls	8 orders x $24.99	$199.92
	Mini cupcakes	34 orders x $11.94	$405.96
			$2,647.98
	5% GST	$2,647.98 x 5%	$132.40
	15% Service Tax	$2,647.98 x 15%	$397.20
		TOTAL	$3,177.58

Category	Description	Cost
Venue	Diamond Family Auditorium	$200.00
	Cleaning Fee	$28.00
A/V	Projector and Sound	$50.00
	Mic	$13.00
Tax	$291.00 x 12%	$325.92
	TOTAL	$325.92

Category	Description	Cost
Special Guests Gifts	$50 x 4 special guests	$200.00
Printing	Posters, name tags, event pamphlets, etc.	$250.00
	TOTAL	$450.00

$3,177.58 + $325.92 + $450.00 = $3,953.50 x 10% Contingency = $395.35 = **$4,348.85**

TICKETS

This event will be free for SFU undergraduate students and they will be required to RSVP through Showpass with their student number, and provide their SFU ID at check-in. Guest speakers and special guests will not be charged.

$15.00 tickets will be sold through showpass for any external attendees. This price was reached to cover the cost of catering per person.

MOTION

Be it resolved to spend up to **$$4,348.85** from line item 820-20 to host an event on the increasing cost of education on February, 15th.

February 15, 2019

Burnaby Campus
8888 University Drive
Burnaby, BC V5A 1S6

Event Plan

Contact:		
	SFSS - Simon Fraser Student Society	
	SFSS Student Centre	
	Maggie Benston Centre 2270	
	SFU Burnaby	
	Burnaby, BC	
	Direct: 778-782-3870	
	E-Mail: studentcentre@sfss.ca	

Event Contact: ▮▮▮▮▮
E-Mail: ▮▮▮▮▮

Bill To: **Please submit Account Authorization form**

On-Site Contact: **Information Required**

	Time	Description	Quantity	Rate	Charges
		Space Rental Charges	**50 PPL**	**Diamond Family Auditorium 300**	
Fri Feb 15	16:00 - 21:00	Diamond Family Auditorium 300			$200.00
				Function Subtotal:	**$200.00**
Fri Feb 15	**16:00 - 17:00**	**Move In**	**50 PPL**	**Diamond Family Auditorium 300**	
Feb 15	**16:00 - 21:00**	**Setup**	**50 PPL**	**Diamond Family Auditorium 300**	
		Facilities Services			
	16:00 - 21:00	Catering Table(s)	6.0	0.00 / EA	$0.00
		Registration Table	3.0	0.00 / EA	$0.00
		Cleaning, event has catering ordered	1.0	28.00 / EA	$28.00
				Function Subtotal:	**$28.00**
Feb 15	**17:00 - 20:00**	**Afternoon Refreshment Break**	**50 PPL**	**Diamond Family Auditorium 300**	
		Food & Beverage - Dining Services (BBY)			
	17:00 - 20:00	Food and Beverage TBD	1.0	0.00 / EA	$0.00
				Function Subtotal:	**$0.00**
Feb 15	**17:00 - 20:00**	**Audio Visual**	**50 PPL**	**Diamond Family Auditorium 300**	
		Audio/Visual Services			
	17:00 - 20:00	Data Projector, Built-in	1.0	50.00 / EA	$50.00

-All theatres include HDMI and/or VGA laptop connections for built-in projectors.
 Please speak with your event planner to determine the connection available within a specific space.

-All classrooms include a VGA laptop connection only for built-in projectors.
 An adaptor is required for HDMI or any other connections.

-All spaces require an adaptor for laptops with mini display port connections.
-There are fees for video adaptors, please speak with your event planner to determine if you will need an adaptor and the fee.

		Description	Quantity	Rate	Charges
		Mic - Handheld	1.0	13.00 / EA	$13.00
		Sound, Built-in, with Projector Rental (for computer)	1.0	0.00 / EA	$0.00
				Function Subtotal:	**$63.00**
Feb 15	**20:00 - 21:00**	**Move Out**	**50 PPL**	**Diamond Family Auditorium 300**	

Burnaby Campus
8888 University Drive
Burnaby, BC V5A 1S6

Event Plan

Taxes and Service Charges			
	Taxable Amt	Rate	Charges
Total Taxes and Service Charges:			**$0.00**

Estimated License Fee:	**$291.00**

Summary	
Department	**Amount**
Space Rental Charges	200.00
Audio/Visual Services	63.00
Facilities Services	28.00
Estimated License Fee:	**291.00**

Please note our catering policies:
All catering must be supplied by SFU's contracted caterer. Please talk with your event manager for menus.
Vancouver Coastal Health and Fraser Health in Burnaby has strict guidelines on the time perishable catering can be left out. If you need to have catering left out longer than 2 hours, please inquire about staggering your food service.
All catering orders must be made before the Tuesday of the week prior to your event.
Catering guarantees are required 3 business days in advance of your event.
A minimum of 3 business days prior to the start of your event will be required for decreases in your catering order.
- Decreases or cancellations of food within the 3 day period will be billed at 100%
- Decreases or cancellations of beverages within the 3 day period will be billed at 50%

SIMON FRASER UNIVERSITY
MEETING, EVENT AND CONFERENCE SERVICES

EVENT: #129248 - SFSS - SFSS Advocacy Committee: Networking Event
            February 15, 2019 - February 15, 2019

DEPARTMENT/PROGRAM: SFSS - Simon Fraser Student Society

BILL TO CONTACT NAME: SFSS Student Centre

SFU ACCOUNT NUMBER TO BE DEBITED:

FUND   DEPT   PROGRAM   **OR**   FUND   PROJECT

☐☐ - ☐☐☐☐ ☐☐☐☐☐   ☐☐ - ☐☐☐☐☐☐☐

Name of person with account signing authority for the department:

_____
                                                                            NAME

_____   _____
                      DATE   SIGNATURE

EXPENSE CATEGORIES:

Account codes are fixed and will be debited from 7414

Following your event, you will receive a statement from the Meeting, Event and Conference Services office showing meeting services purchased and their exact costs. Costs for the services purchased will be automatically debited to the account number and code 7414. Please note, this contact name and account number will be kept on file for future events.

User Codes - *If you would like event expenses to be billed to a specific user code, please let your coordinator know.*

January 16, 2019

Harbour Centre
515 West Hastings Street
Vancouver, BC V6B 5K3

Event Plan

Contact:			Event Contact:	**Vancouver MECS**

SFSS - Simon Fraser Student Society
SFSS Student Centre
Maggie Benston Centre 2270
SFU Burnaby
Burnaby, BC
Direct: 778-782-3870
E-Mail: studentcentre@sfss.ca

Direct: 778-782-7726
Fax: 778-782-5818
E-Mail: meet@sfu.ca

Bill To: **Please submit Account Authorization form**

On-Site Contact:

	Time	Description	Quantity	Rate	Charges
		Space Rental Charges			
Thu Jan 24	7:00 - 8:30	2290 West Fraser Timber Conference Room			$0.00
				Function Subtotal:	**$0.00**
Thu Jan 24	**7:00 - 8:30**	**Meeting**	**20 PPL**		**HC 2290 West Fraser Timber Room**
Jan 24	**7:00 - 8:30**	**Breakfast**	**20 PPL**		**HC 2290 West Fraser Timber Room**
		Food & Beverage - Lazy Gourmet			
	7:00 - 8:30	Fair Trade Certified Coffee (10 cups)	1.0	22.50 / EA	$22.50
		Coffee may be served in 10, 25, or 50 cup carafes depending on the order			
		Assorted Bottled Juices	10.0	2.25 / EA	$22.50
		Breakfast Sandwich Bacon (English Muffin with Egg, Bacon & Cheddar Cheese)	10.0	6.50 / PRS	$65.00
		Breakfast Sandwich Tomato (English Muffin with Egg, Tomato & Swiss Cheese)	10.0	6.50 / PRS	$65.00
				Function Subtotal:	**$175.00**
Jan 24	**7:00 - 7:30**	**Early Opening**			**HC 2290 West Fraser Timber Room**
		Security			
	7:00 - 7:30	Extra Security Hours	0.5	40.00 / HR	$20.00
				Function Subtotal:	**$20.00**

Taxes and Service Charges			
	Taxable Amt	**Rate**	**Charges**
Food & Beverage LG Service Charge	175.00	15.00 %	26.25
	Total Taxes and Service Charges:		**$26.25**

Estimated License Fee: **$221.25***

Summary	
Department	**Amount**
Food & Beverage - Lazy Gourmet	175.00
Security	20.00
F&B LG Service Charge	26.25
Estimated License Fee:	**221.25***

*Please note, an additional amount of approximately $3.32 will be debited to 6379 to cover the portion of GST paid to our caterers which is not rebated (35% of GST, or 1.65% of the total food & beverage)

Simon Fraser University

SFSS - Board of Directors Meeting

Event# 128826

Harbour Centre
515 West Hastings Street
Vancouver, BC V6B 5K3

January 24, 2019

Event Plan

Please note our catering policies:
All catering must be supplied by SFU's contracted caterer. Please talk with your event manager for menus.
Vancouver Coastal Health and Fraser Health in Burnaby has strict guidelines on the time perishable catering can be left out. If you need to have
catering left out longer than 2 hours, please inquire about staggering your food service.
All catering orders must be made before the Tuesday of the week prior to your event.
Catering guarantees are required 3 business days in advance of your event.
A minimum of 3 business days prior to the start of your event will be required for decreases in your catering order.
- *Decreases or cancellations of food within the 3 day period will be billed at 100%*
- *Decreases or cancellations of beverages within the 3 day period will be billed at 50%*

SIMON FRASER UNIVERSITY
MEETING, EVENT AND CONFERENCE SERVICES

EVENT: #128826 - SFSS - Board of Directors Meeting
        January 24, 2019 - January 24, 2019

DEPARTMENT/PROGRAM: SFSS - Simon Fraser Student Society

BILL TO CONTACT NAME: SFSS Student Centre

SFU ACCOUNT NUMBER TO BE DEBITED:

FUND	DEPT	PROGRAM	OR	FUND	PROJECT
☐☐ -	☐☐☐☐	☐☐☐☐☐	**OR**	☐☐ -	☐☐☐☐☐☐☐

Name of person with account signing authority for the department:

_____
NAME

_____   _____
DATE   SIGNATURE

EXPENSE CATEGORIES:

Account codes are fixed and will be debited from 7414

Following your event, you will receive a statement from the Meeting, Event and Conference Services office showing meeting services purchased and their exact costs. Costs for the services purchased will be automatically debited to the account number and code 7414. Please note, this contact name and account number will be kept on file for future events.

User Codes - *If you would like event expenses to be billed to a specific user code, please let your coordinator know.*

The following policies establish the specific requirements, procedures, and timelines for administering SFSS elections and referenda.

SFSS Elections and Referenda Policies

Simon Fraser Student Society

TABLE OF CONTENTS

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 Board President and Chief Executive Officer shall sign the policy indicating it has been reviewed.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed in the following way:

1. The office responsible for the policy outcome shall propose amendments to the CEO.
2. The CEO shall review the proposed changes with the department head.
3. Where deemed acceptable, the proposal shall be submitted to the Board of Directors or Executive Committee for comment.
4. Any new, amended, or repealed policy shall be signed by the CEO and the Board President or designate.
5. No electoral policies shall be created or amended by the Board of Directors unless specifically requested by the Independent Electoral Commissioner.

ELECTION AND REFERENDA
STRUCTURE AND PLANNING POLICIES

ERPP-1: SETTING A TIMELINE

POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY POLICY TITLE: SETTING A TIMELINE POLICY REFERENCE NUMBER: ERPP-1		
	Adopted: January 18, 2019 **Next Scheduled Revision: After the appointment of the IEC** **Previous Revisions**	
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The entire Election or Referendum cycle may take up to fifteen (15) weeks.

Elections and Referenda take place within seven (7) weeks of a single semester, and require up to six (6) weeks of pre-Election or -Referendum planning, and two (2) weeks of Post-Election or -Referendum reporting. Pre-Election planning can be conducted by SFSS staff in the semester prior to the Election. This may include any engagement initiatives.

Standards

1. Every election and referendum will be comprised of six (6) periods:
    a. Notice of Election and Referendum Period
    b. Candidate Nomination and Referendum Submission Period
    c. Campaign Period
    d. Voting Period
    e. Post-Election Period
2. Prior to the Notice of Election, at least one month's notice must be provided of an election or referenda to ensure the appointment of a full Independent Electoral Commissioner (IEC).
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

4. On or before the last Board meeting of all semesters, the Board will state whether or not the Society will host an Election in the subsequent semester, and the week during which voting will take place.
    a. An Election will always take place during the Spring semester.
    b. Voting may take place during week 9, 10, 11, or 12 of any semester, and must be determined at the Board meeting during which an election is slated to take place.
5. On or before the last Board meeting of the Summer and Fall semesters, the Board will state whether or not the Society will host a Referendum in the subsequent semester, and the week during which voting will take place.
    a. Voting may take place during week 9, 10, 11, or 12 of any semester, and must be determined at the Board meeting during which a referendum is slated to take place.
6. The two weeks immediately preceding the Voting Period constitute the Campaign Period.
7. The two weeks immediately preceding the Campaign Period constitute the Nomination Period.
8. The two weeks immediately preceding the Nomination Period constitute the Notice of Election Period.
9. The eight weeks immediately preceding the Nomination Period are the Appointment of the IEC Period.
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: January 18, 2019	
	Next Scheduled Revision: After the appointment of the IEC	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The budget for elections and referenda are set by the Board 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 Financial Policies contained in the SFSS Operational Policies.

Process

1. Every year, the Finance Office will provide the Campaigns, Research, and Policy Coordinator (CRPC) 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 will provide the Chief Commissioner with the annual budget for the IEC upon taking office, and a draft budget planning document to prepare for the cost of any projected election or referendum during the semester for which the Chief Commissioner was appointed.
3. In consultation with the CRPC, the Chief Commissioner will approve or amend the budget plan of the projected election or referendum, and submit that plan to the Society Finance Office.

    a.   Where required, the Chief Commissioner, in consultation with the CRPC, will submit a reallocation request in person to the Finance and Audit Committee for consideration.

IEC POLICIES

IP-1: INDEPENDENT ELECTORAL COMMISSION

POLICY TYPE: IEC POLICY POLICY TITLE: INDEPENDENT ELECTORAL COMMISSION POLICY REFERENCE NUMBER: IP-1 **Adopted: January 18, 2019** **Next Scheduled Revision: After IEC Orientation** **Previous Revisions**		
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Independent Electoral Commission (IEC) is responsible for the administration of SFSS elections and referenda in a manner consistent with all Society bylaws and regulations.

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 the administration Society elections and referenda.
3. The Electoral Commissioners shall support the Chief Commissioner in the administration of SFSS elections and referenda.
4. The IEC shall execute the Election Plan developed by SFSS staff, auditing the Plan to ensure it is compliant with all Society bylaws, policies and regulations.
5. The IEC shall not author any electoral regulations without the approval of the Board of Directors.

Eligibility

6. Only active members in good standing of the SFSS are eligible to hold positions on the IEC.
7. The following members are not eligible to hold positions on the IEC:
    a. Board members,
    b. Council members, and
    c. officers of a Faculty Student Union and/or Departmental Student Union.

Tenure

8. A Chief Commissioner will be appointed to hold office for a term determined by the Board of Directors.
    a. The Board may amend the term of the appointment of a Chief Commissioner at any time.
9. Four electoral commissioners shall be appointed for the duration of any Society election or referendum.

Stipends

10. 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 a Non-Executive Board Member.

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student society**

IP-2: APPOINTMENT OF THE IEC

POLICY TYPE: IEC POLICY		
POLICY TITLE: APPOINTMENT OF THE CHIEF COMMISSIONER		
POLICY REFERENCE NUMBER: IP-2		
Adopted: January 18, 2019		
Next Scheduled Revision: After IEC Orientation		
Previous Revisions		
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The members of the Independent Electoral Commission (IEC) are appointed by the Board of Directors. 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 6 weeks.
2. The Committee for the Recommended Appointment of an IEC (CRAI) shall be comprised of the SFSS Administrative Supervisor and the Campaigns, Research, and Policy Coordinator (CRPC).

Process

3. Upon the determination of a date for an Election or Referendum, the CRAI will review the job description for each vacant position in the IEC.
4. The SFSS Administrative Supervisor, in conjunction with the Communications Office, will publish a job posting for all vacant position on the IEC on various job boards and Society communication tools.
5. Resumes will be reviewed by the CRAI on the basis of the job requirements and the skills and experience of the applicants.
6. A shortlist of preferred candidates will be selected.
7. Interviews will be scheduled with the list of shortlisted candidates.
8. Interviews will be conducted.

9. The notes and scores for each candidate will be reviewed by the CRAI, and the top two candidates will be identified.
10. The references of the top candidate will be contacted.
    a. Where the references are positive, the top candidate will be submitted to Board 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 Board as the recommended candidate.
11. The Board or, where required, the Executive Committee in its steads, appoints the members of the IEC for a term of no more than one semester, which may be extended or reduced at the discretion of Board.
12. The resumes of all applicants are kept by the SFSS Administrative Supervisor in a manner consistent with SFSS Personnel Policies.
13. The resumes, references, and interview notes of all shortlisted, interviewed candidates are kept in the Society's personnel files.
14. The resumes, references, interview notes, and all Human Resources and Finance forms are kept in the personnel files of all successful applicants.

IP-3: IEC Orientation

POLICY TYPE: IEC POLICY		
POLICY TITLE: IEC Orientation		
POLICY REFERENCE NUMBER: IP-3		
Adopted: January 18, 2019 **Next Scheduled Revision: After IEC Orientation** **Previous Revisions**		
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Campaigns, Research, and Policy Coordinator (CRPC) 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 the Board of Directors,
    c. the function and requirements surrounding elections and referendum questions,
    d. 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,

   e.   the authority of the IEC,
   f.   the timesheet submission process and requirements,
   g.   the check requisition submission process and requirements,
   h.   the stages of the election and referendum process,
   i.   the minimum requirements for each stage of the election and referendum
        processes,
   j.   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,
   k.   the access privileges to all electronic resources,
   l.   the procedure on how to handle complaints,[9,10]
   m.   the procedure on how to complete an Elections and Referenda Report.[11]
2. The IEC will be provided with all necessary supporting documentation, including:
   a.   SFSS Bylaws,
   b.   SFSS Electoral Policies,
   c.   IEC Orientation Manual, and
   d.   SFSS Operational Policies.

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IP-4: AUTHORITY OF THE IEC

POLICY TYPE: IEC POLICY		
POLICY TITLE: AUTHORITY OF THE IEC		
POLICY REFERENCE NUMBER: IP-4		
		Adopted: January 18, 2019
		Next Scheduled Revision: After IEC Orientation
		Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The IEC is endowed with specific powers to ensure that it may effectively administer all Society 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 fine of up to $100, administered as 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.

Process

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

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

5. 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, the Board, and the Campaigns, Research, and Policy Coordinator (CRPC), 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.

6. 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, the Board, and the Campaigns, Research, and Policy Coordinator (CRPC), 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.

IP-5: REPORTING STRUCTURE OF THE IEC

POLICY TYPE: IEC POLICY		
POLICY TITLE: REPORTING STRUCTURE OF THE IEC		
POLICY REFERENCE NUMBER: IP-5		
	Adopted: January 18, 2019	
	Next Scheduled Revision: After IEC Orientation	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Chief Commissioner is responsible for providing regular updates on the status of the SFSS elections and referenda to the Chief Executive Officer (CEO) 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 Chief Executive Officer 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 CEO 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 CEO will submit to Board a recommendation for the dismissal of the Chief Commissioner and the appointment of an alternative candidate.

4. Where the Board 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 CEO.

IP-6: IEC Resources

POLICY TYPE: IEC POLICY		
POLICY TITLE: IEC RESOURCES		
POLICY REFERENCE NUMBER: IP-6		
		Adopted: January 18, 2019 **Next Scheduled Revision: After IEC Orientation** **Previous Revisions**
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

Society staff will ensure that the IEC is be 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) 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.

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IP-7: IEC STIPENDS

POLICY TYPE: IEC POLICY		
POLICY TITLE: IEC STIPENDS		
POLICY REFERENCE NUMBER: IP-7		
		Adopted: January 18, 2019
		Next Scheduled Revision: After IEC Orientation
		Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

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 calculated at an hourly rate equivalent to that of an Executive Member of the Board of Directors.
   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 the Board of Directors 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. submit a weekly SFSS Elections and Referenda Status Report to the Chief Executive Officer (CEO),
      iv. host regular, posted office hours,
      v. submit weekly timesheet to the CEO that show time work is tied to the responsibilities of the Chief Commissioner position, 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 that of a Non-Executive Member of the Board of Directors.

a. The Chief Commissioner is responsible for:
   i. determining electoral commissioner work schedules,
   ii. completing, signing, and submitting Electoral Commissioner timesheets to the Society Finance Office for processing.

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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IP-8: REQUESTS FOR STAFF SUPPORT

POLICY TYPE: IEC POLICY		
POLICY TITLE: REQUESTS FOR STAFF SUPPORT		
POLICY REFERENCE NUMBER: IP-8		
Adopted: January 18, 2019 **Next Scheduled Revision: After IEC Orientation** **Previous Revisions**		
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

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

Standards

1. The Campaigns, Research, and Policy Coordinator (CRPC) is the primary point of contact for all requests for staff support from the IEC.
2. The CRPC 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 out-of-office.
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 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 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.

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: January 18, 2019 **Next Scheduled Revision: After Notice of Election Period** **Previous Revisions**
Position	Signature	Date
Board President		
Chief Executive Officer		

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) 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.

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: January 18, 2019** **Next Scheduled Revision: After Notice of Election Period** **Previous Revisions**			
Position	Signature		Date
Board President			
Chief Executive Officer			

Policy

The Communications Coordinator 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. Twenty-five (25) notices not less than eleven inches by seventeen inches in size announcing upcoming elections have been 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. 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 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 Board 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 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 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

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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: January 18, 2019** **Next Scheduled Revision: After Notice of Election Period** **Previous Revisions**		
Position	Signature	Date
Board President		
Chief Executive Officer		

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 question for consideration on the upcoming ballot.

The Campaigns, Research, and Policy Coordinator (CRPC) 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.

Dates

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

Duration

4. 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: January 18, 2019 **Next Scheduled Revision: After Notice of Election Period** **Previous Revisions**

Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Communications Coordinator 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 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 with the Copy Centre,

         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: January 18, 2019	
	Next Scheduled Revision: After Notice of Election Period	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

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 active members in good standing of the SFSS are eligible to run for an Executive or At-Large position on the Board of Directors.
2. Only the active members in good standing of the SFSS who are members of the faculty named by the faculty representative position on Board are eligible to run for that position.
3. No person may be a candidate for more than one position on the Board of Directors during a single election.
4. No person may hold a position on more than one of the following during any one-year term spanning from May 1 of one year of one calendar year to April 30 of the next year calendar year:
   a. Board of Directors,
   b. Council,
   c. Faculty Student Union, and
   d. Departmental Student Unions.

5. Proposed candidates must conduct themselves in line with SFSS values, by-laws, policies, and regulations.
6. 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 Board 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.
7. Nomination Packages will be available to all members at all times on the Society website.
8. All nominees to a position on the Board of Directors are required to attend a candidate orientation.

Processes
Nomination Packages
9. 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 the Student Centre (SC) between the hours 10am and 4pm, Monday to Friday if in person or via email at elections.chief@sfss.ca, and
    d. attend one of the scheduled candidate orientation sessions.
10. The SC will:
    a. date and time stamp all submissions,
    b. place submissions in a locked submission box,
    c. provide those submissions to the Campaigns, Research, and Policy Coordinator (CRPC),
    d. complete and sign a drop-off tracking sheet record, and
    e. have the proposed candidate sign the drop-off tracking record.
11. The CRPC will:
    a. collect the Nomination Packages,
    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

12. The CRPC 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 the Board, 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 posters will be captured in the Candidate Manual and communicated during Candidate Orientation.
13. The Chief Commissioner will:
    a. take attendance at the orientation, and
    b. present the electoral processes and regulations to the candidates.
14. The Candidate Orientation and/or Candidate Manual will outline pre-arranged Board Orientation meeting days so candidates are made aware what days they are required to be present in order to become a Board member.

Confirmation of Eligibility

15. 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 for record keeping and a copy to the candidate.

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: January 18, 2019 **Next Scheduled Revision: After Notice of Election Period** **Previous Revisions**		
Position	Signature	Date
Board President		
Chief Executive Officer		

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 the Board of Directors,
   b. a simple majority vote of Council, and
   c. a petition submitted to the Board 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 Board by petition must use the template provided by the Society, and made available on the Society website.

Process

Referendum Question Submission
3. Where Board votes in favour of including a referendum question on a Society election or referendum ballot by simple majority, it will:

a. task a director 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 the Board 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 director with the responsibility of acting as a liaison between the primary point of contact and the Board, and

d. task a director 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 GO will:

a. date and time stamp all Referendum Question Package submissions,

b. place submissions in a locked submission box,

c. provide those submissions to the Campaigns, Research, and Policy Coordinator (CRPC) for review,

d. complete and sign a drop-off tracking sheet record, and

e. have the proposed candidate sign the drop-off tracking record.

7. The CRPC 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 for record keeping and a copy to the primary point of contact, to Board, and to Council.

CAMPAIGN PERIOD POLICIES

CP-1: CAMPAIGN PERIOD

POLICY TYPE: CAMPAIGN POLICIES		
POLICY TITLE: CAMPAIGN PERIOD		
POLICY REFERENCE NUMBER: CP-1		
	Adopted: January 18, 2019	
	Next Scheduled Revision: After Campaign Period	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

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

The Campaigns, Research, and Policy Coordinator (CRPC) 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 2 weeks.

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CP-2: CAMPAIGN PERIOD COMMUNICATIONS POLICY

POLICY TYPE: CAMPAIGN POLICIES		
POLICY TITLE: CAMPAIGN PERIOD COMMUNICATIONS POLICY		
POLICY REFERENCE NUMBER: CP-2		
Adopted: January 18, 2019 **Next Scheduled Revision: After Campaign Period** **Previous Revisions**		
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Communications Coordinator 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 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 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 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 with the Copy Centre, 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: January 18, 2019
		Next Scheduled Revision: After Campaign Period
		Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

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. 'Campaign Literature' means print materials endorsing the election of a candidate or group of candidates to a position on the Board.
2. 'Campaign Materials' means anything encouraging the election of a candidate or group of candidates.
3. 'Campaign Posters and Related Paraphernalia' means Campaign Literature.

Regulations

4. Candidates must conduct themselves in line with SFSS values, by-laws and policies.
5. No Society staff or department may in any way seek to influence the outcome of a Board election.
6. Campaigning will not:
   a. start before the beginning of the Campaign Period.
7. Campaign materials must not be defamatory or discriminatory.

8. ==Campaign materials must cover a reasonable surface area as not to disadvantage other candidates.==
9. Campaign Literature must:
    a. indicate the authoring candidate,
    b. be approved by the Independent Electoral Commission (IEC)
    c. be collected and discarded before the start of the Voting Period,
    d. be posted in a designated poster location as pre-approved by the Communications Coordinator, and
    e. may be paid for by the candidates who will request reimbursements according to CP-5.
10. Campaign Literature must not be posted in Society offices.
11. Only members may campaign on behalf of candidates or referendum questions.
12. Timelines and guidelines for Campaign posters will be captured in the Candidate Manual and communicated during Candidate Orientation.

Infraction Schedule
13. Where Society staff have been found to have sought to influence the outcome of a Board election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies and as administered by the Chief Executive Officer (CEO).
14. 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.
15. 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.
16. 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.
17. Where non-members are found to be campaigning on University property, Campus Security will be contacted and informed.

Progressive Disciplinary Schedule
18. Stage 1: For a first offence, the accused candidate will be notified of the breach, and reminded of the regulation in question.
19. Stage 2: For a second offence, the candidate will be fined.
20. Stage 3: For a third offence, the candidate will be disqualified from the election.

21. 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

22. 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[10], along with any relevant material evidence in support of that claim.

23. 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 will be included in all aspects of the IEC complaint review process as an advisor.

24. 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 Board, that person will be subject to the progressive disciplinary process, as provided for in this policy.

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CP-4: APPROVAL OF CAMPAIGN MATERIALS

Position	Signature	Date
Board President		
Chief Executive Officer		

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. 'Campaign Literature' means print materials endorsing the election of a candidate or group of candidates to a position on the Board.
2. 'Campaign Materials' means anything encouraging the election of a candidate or group of candidates.
3. 'Campaign Posters and Related Paraphernalia' means Campaign Literature.

Standards

4. Campaign Materials must not be defamatory or discriminatory.
5. Campaign Literature must indicate:

a. the authoring candidate,

b. the position on the Board for which the candidate is running, and

c. that the piece of Campaign Literature is associated to the SFSS Election.

Process

Campaign Literature

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

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

8. The candidate will:

a. design campaign literature using the template made available on the Society website,

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

c. complete an SFSS Copy Centre Work Order Form in person at the SFSS Copy Centre to request the production of the submitted Campaign Literature, and

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

9. The IEC will:

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

b. notify the Copy Centre Coordinator and 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.

10. The Copy Centre Coordinator will:

a. ensure the candidates are supported in completing their SFSS Copy Centre Work Order Forms,

b. produce all approved Campaign Literature,

c. notify candidates when their submissions are ready for pick up, and

d. submit all invoice information to the Finance Office for processing.

Campaign Materials

11. 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.

12. 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.

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CP-5: CAMPAIGN EXPENSES

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

Adopted: January 18, 2019
Next Scheduled Revision: After Campaign Period
Previous Revisions

Policy

The campaign expenses of candidates to a position on the Board are limited to $50 maximum, which will be reimbursed where candidates submit duly completed Expense Report Forms to the IEC within 72 hours of the close the Campaign Period.

Process

1. Expense Report Forms will be made available to all members at all times on the Society website.
2. 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 other than SFSS Copy Centre expenses, 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. provide those submissions to the Chief Commissioner,
      iv. complete and sign a drop-off tracking sheet record, and
      v. have the candidate sign the drop-off tracking record.
3. Where Expense Reports are not duly received within 72 hours, the candidates will forfeit their entitlements to campaign expense reimbursement.

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CP-6: DEBATES

POLICY TYPE: CAMPAIGN PROCESS POLICIES		
POLICY TITLE: DEBATES		
POLICY REFERENCE NUMBER: CP-6		
	Adopted: January 18, 2019	
	Next Scheduled Revision: After Campaign Period	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Communications Coordinator 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 on 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, and released to candidates ahead of the debates.[7]
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 SFSS Communications Coordinator 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,[7]
  e. a budget, and
  f. a set of procedures and an owner for each area of responsibility associated to the debate.

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

VOTING PERIOD POLICIES

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VP-1 VOTING PERIOD

POLICY TYPE: VOTING PROCESS POLICIES		
POLICY TITLE: VOTING PERIOD		
POLICY REFERENCE NUMBER: VP-1		
		Adopted: January 18, 2019
		Next Scheduled Revision: After Voting Period
		Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

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) 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 the Board of Directors at the outset of any semester.

Duration
2. The Voting Period shall last between 2 and 4 week days.
3. Voting will begin at 9am on the first day of the voting period
4. Voting will cease at 5pm 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: January 18, 2019 **Next Scheduled Revision: After Voting Period** **Previous Revisions**
Position	Signature		Date
Board President			
Chief Executive Officer			

Policy

The Communications Coordinator 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 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 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 with the Copy Centre, 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: January 18, 2019
		Next Scheduled Revision: After Voting Period
		Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

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 a Board 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 a Board election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies and as administered by the Chief Executive Officer (CEO).
4. Where a member is found to have coerced any other to vote or vote for a candidate or group of candidates, that candidate will be subject to 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.
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 review of the evidence provided, no later than the next scheduled IEC office hours.
    a. The Campaigns, Research, and Policy Coordinator (CRPC) will be included in all aspects of the IEC complaint review process as an advisor.
11. 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 Board, that person will be subject to the progressive disciplinary process, as provided for in this policy.

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VP-4: ELIGIBILITY TO VOTE

POLICY TYPE: *VOTING POLICY*		
POLICY TITLE: *ELIGIBILITY TO VOTE IN A BOARD ELECTION*		
POLICY REFERENCE NUMBER: *VP-4*		
Adopted: January 18, 2019		
Next Scheduled Revision: After Voting Period		
Previous Revisions		
Position	Signature	Date
Board President		
Chief Executive Officer		

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 Board of Directors.

Any undergraduate student of Simon Fraser University who is a member of the faculty named by the position of Faculty Representative on Board may vote in a Society election for their preferred candidate to that position.

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 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.

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VP-5: Ballots and Voting System

POLICY TYPE: VOTING POLICY		
POLICY TITLE: BALLOTS		
POLICY REFERENCE NUMBER: VP-5		
	Adopted: January 18, 2019	
	Next Scheduled Revision: After Voting Period	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

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) 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,
    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 for the distribution of the email and ballot.

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VP-6: ELECTION RESULTS

POLICY TYPE: CAMPAIGNS PROCESS POLICIES		
POLICY TITLE: ELECTION RESULTS		
POLICY REFERENCE NUMBER: VP-6		
	Adopted: January 18, 2019	
	Next Scheduled Revision: After Voting Period	
	Previous Revisions	
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

Election results will be tabulated and communicate to the membership at the earliest reasonable moment.

Process

1. The Campaigns, Research, and Policy Coordinator (CRPC) 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 the Board of Directors, the Chief Executive Officer, the Finance Coordinators, the Communications Coordinator, the student newspaper, and the candidates to positions on the Board.
    c. submit the original copy of that notice to the CRPC for record keeping purposes.
3. The Communications Coordinator will post the Notice of Election and Referenda Results on all available Society communications channels.

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: January 18, 2019
		Next Scheduled Revision: After Voting Period
		Previous Revisions
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Chief Commissioner is responsible for the submission of an Elections and Referenda Report to the outgoing Board of Directors, the Chief Executive Officer (CEO), and the Campaigns, Research, and Policy Coordinator (CRPC), following any election or referendum. The CRPC will also gather feedback from candidates, the Board of Directors, 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.
3. The Communications Coordinator will ensure that the Template is available to the IEC at all time on the Society website.
4. The CRPC will develop a feedback survey and distribute to Election candidates and the outgoing Board of Directors, and collect the results.[6]
5. The CRPC will prepare an Elections Feedback Report.[4,6]

Process

6. To be eligible to receive their final stipend, 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. Once the report has been duly submitted and approved by the Board, the Finance Office may release to the Chief Commissioner their stipend for any period including or after the voting period.

8. The CRPC 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.

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 upon the notice by the Board of an election of referenda.

Purpose

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

Membership

- Voting members
    - SFSS Administrative Supervisor
    - Campaigns, Research, and Policy Coordinator
- Ex-officio members
    - Chief Executive Officer

The SFSS Administrative Supervisor will act as Chair of the CRAI.

Deliverables

The purpose of this committee is to provide the Board 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 Board 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 Board 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 Board Policies:

- Bylaw 15
- Bylaw 16
- Elections and Referenda Policies