

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

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**simon fraser**  
**student society**

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# INTRODUCTION

## PURPOSE OF THIS MANUAL

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

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

## POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually.

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

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed by Council, if:

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 Any new, amended, or repealed policy shall be signed by the President.

# ELECTION AND REFERENDA STRUCTURE AND PLANNING POLICIES



## ERPP-1: SETTING A TIMELINE

<i>POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY</i>		
<i>POLICY TITLE: SETTING A TIMELINE</i>		
<i>POLICY REFERENCE NUMBER: ERPP-1</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

Executive Committee General Elections and Referenda must be completed by the end of the sixth (6<sup>th</sup>) week of classes in the Spring semester, and shall comprise of five (5) weeks, including three periods (nomination period, campaigning period, and voting period) in accordance with *Bylaw 13: 13(11), 13(13), and 13(23)*. Executive Committee General Elections requires up to six (6) weeks of pre-Election or pre-Referendum planning, and two (2) weeks of Post-Election or Post-Referendum reporting. Pre-Election planning can be conducted by SFSS staff in the semester prior to the Election. This may include any engagement initiatives.

Executive Committee By-Elections and Referenda must be completed by the end of the tenth (10<sup>th</sup>) week of the Summer and/or Fall semesters, including three periods (nomination period, campaigning period, and voting period) in accordance with Bylaw 14 subsection 3 through 8. Executive Committee By-Elections and Referenda also require at least two (2) weeks of pre-Election or pre-Referendum planning, and two (2) weeks of Post-Election or Post-Referendum reporting.

This section does not limit the time by which a referendum can be conducted if it is a special resolution to impeach a Councillor or Executive Officer, whereby impeachment may be called at any time in any semester with thirty (30) days notice following a Member petition or a vote of Council in accordance with By-Law 15.

### Standards

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



- a. Notice of Election and Referendum Period
  - b. Candidate Nomination and Referendum Submission Period
  - c. Campaign Period
  - d. Voting Period
  - e. Post-Election and Post-Referenda Period
2. Prior to the Nomination Period, at least one week's notice must be provided of an Executive Committee General Election or referenda.
  3. Following the election or referendum, the Chief Commissioner of the IEC will have no more than one week to submit a Notice of Election and Referenda Results, and one month to submit an Elections and Referenda Report.

#### **Process for Executive Committee General Elections and Referenda**

4. On or before the last Council meeting of the Fall semester, Council will call the Executive Committee General Election and Referenda for the subsequent semester, in accordance with the By-Laws and the Regulation, the weeks for the various periods for the election, and shall outline the dates during which voting will take place.
  - a. An Executive Committee General Election must always take place during the Spring semester.
5. On or before the last Council meeting of the Fall semester, Council will state whether or not the Society will host a Referendum in the subsequent semester concurrently with the Executive Committee General Election.
6. The two weeks immediately preceding the Nomination Period for an Executive Committee General Election constitute the Notice of Election Period for an Executive Committee General Election.
7. The four weeks immediately following the Voting Period are the Post-Election and/or Post-Referendum Period.

#### **Process for Executive Committee By-Elections and Referenda**

8. Council may call an Executive Committee By-Election where a vacancy arises, and must follow the timeline for By-Elections in accordance with By-Law 14(3).
9. Council may call a Referendum during the time allotted for the Executive Committee General By-Election if there were to be such a By-election, with the required notice in accordance with the Bylaws and these regulations, and the dates during which voting will take place.
10. The four weeks immediately following the Voting Period are the Post-Election and/or Post-Referendum Period.



## ERPP-2: SETTING A BUDGET

<i>POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY</i>		
<i>POLICY TITLE: SETTING A BUDGET</i>		
<i>POLICY REFERENCE NUMBER: ERPP-2</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

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

# IEC POLICIES



## IEC-1: INDEPENDENT ELECTORAL COMMISSION

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: INDEPENDENT ELECTORAL COMMISSION</i>		
<i>POLICY REFERENCE NUMBER: IEC-1</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

### Standards

#### Composition

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

#### Roles

2. The Chief Commissioner is responsible for governing the conduct and the administration of Executive Committee General Elections and Executive Committee By-Elections
3. The Chief Commissioner is responsible for the oversight verification and oversight of Council General Elections and Council By-Elections.
4. The Chief Commissioner is responsible to assist election support requests submitted by Student Unions and Groups within the SFSS that needs election support
5. The Chief Commissioner is responsible for the administration of Society referenda.

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

*Eligibility*

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

*Tenure*

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

*Stipends*

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



## IEC-2: APPOINTMENT OF THE IEC

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: APPOINTMENT OF THE CHIEF COMMISSIONER</i>		
<i>POLICY REFERENCE NUMBER: IEC-2</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

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

8. A shortlist of preferred candidates will be selected.
9. Interviews will be scheduled with the list of shortlisted candidates.
10. Interviews will be conducted.
11. The notes and scores for each candidate will be reviewed by the CRAI, and the top two candidates will be identified.
12. The references of the top candidate will be contacted.
  - a. Where the references are positive, the top candidate will be submitted to Council as the recommended candidate.
  - b. Where the references are not positive, the second top candidate's references will be contacted, and where these are positive, the second top candidate will be submitted to Council as the recommended candidate.
13. The resumes of all applicants are kept by the Administrative Services Department Liaison in a manner consistent with SFSS Personnel Policies.
14. The resumes, references, and interview notes of all shortlisted, interviewed candidates are kept in the Society's personnel files.
15. The resumes, references, interview notes, and all Human Resources and Finance forms are kept in the personnel files of all successful applicants.
16. The IEC Chief Commissioner shall be appointed as a thirteen (13) month-long position, with one month being overlap for training of a new the newly appointed IEC Chief
17. The IEC Commissioners shall be appointed and serve a term up until the end of the post-election period of the Election or By-election for which they serve, or the post-referendum period of the referendum for which they served.



### IEC-3: IEC ORIENTATION

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: IEC ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: IEC-3</i></p>		
<p><i>Adopted: November 13, 2020</i></p> <p><i>Next Scheduled Revision: June 2023</i></p> <p><i>Previous Revisions: June 2022: June 2022</i></p>		
Position	Signature	Date
President		

**Policy**

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

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

**Process**

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



- h. the check requisition submission process and requirements,
  - i. the stages of the election and referendum process,
  - j. the minimum requirements for each stage of the election and referendum processes,
  - k. the processes for accessing Society staff administered supports and resources, including:
    - i. space,
    - ii. equipment,
    - iii. printing,
    - iv. graphic design,
    - v. website content management,
    - vi. social media content administration,
    - vii. financial reimbursements (i.e. check requisitions),
    - viii. accessibility supports, and
    - ix. grants,
  - l. the access privileges to all electronic resources,
  - m. the procedure on how to handle complaints,
  - n. the procedure on how to complete an Elections and Referenda Report.
2. The IEC will be provided with all necessary supporting documentation, including:
- a. SFSS Bylaws,
  - b. SFSS Elections & Referenda Policies,
  - c. IEC Orientation Manual, and
  - d. SFSS Administrative Policies.



## IEC-4: AUTHORITY OF THE IEC

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: AUTHORITY OF THE IEC</i>		
<i>POLICY REFERENCE NUMBER: IEC-4</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

1. The IEC is authorized to do any of the following:
  - a. collect signed statements of campaign expenses from candidates and representatives of referendum campaigns,
  - b. rule a candidates' candidacy or election invalid for any violation of Society Bylaws or Election or Referenda regulations,
  - c. rule any referendum invalid for any violation of SFSS Bylaws or SFSS Election or Referendum regulations, and
  - d. impose a reduction in the reimbursement of campaign expenses for any violation of Society Bylaws or Election or Referenda regulations.
2. The IEC will exercise its authority in a manner consistent with these policies.
3. The IEC shall assist with other elections of Non-Executive Council Election held by student unions and the results of such elections shall be sent to the IEC for filing to the Council.
  - a. The IEC shall verify that these elections held comply with Society Bylaws and Regulations and the groups conducting said elections to Council.

**Process**

4. As voting is conducted electronically, there is no need to assign students to the role of supervising polling or the counting of ballots.
5. All candidates are to be provided with a campaign expenses tracking and reporting sheet during their orientation.
6. Where the IEC renders a candidate ineligible, an electoral or referendum result invalid, a statement stating the decision will be drafted, dated, signed by the Chief Commissioner, and submitted to the candidate or referendum campaign representative in question, Council, and the Policy, Research, Community Affairs (PRCA) Coordinator or designate, which lists the date and time of the bylaw or regulation infraction, as well as the material evidence demonstrating that the infraction has been committed.
  - a. Disqualifications will be administered as provided for in these policies.
7. The only fines that may be imposed on a candidate or representative of a referendum campaign are fines of a value up to the total value of campaign expenses that may be reimbursed by the Society, as no greater fine may be practically administered by the Society.
  - a. Where the IEC fines a candidate or representative of a referendum campaign, a statement stating the decision will be drafted, dated, signed by the Chief Commissioner, and submitted to the candidate or referendum campaign representative in question, Council, the PRCAC or designate, which lists the date and time of the bylaw or regulation infraction, as well as the material evidence demonstrating that the infraction has been committed.
  - b. Fines will be administered as provided for in these policies.
8. IEC may instead of a fine, suspend the campaign or some methods of campaigning by a candidate for a time determined by the IEC, not exceeding 48 hours.



## IEC-5: REPORTING STRUCTURE OF THE IEC

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: REPORTING STRUCTURE OF THE IEC</i></p> <p><i>POLICY REFERENCE NUMBER: IEC-5</i></p> <p style="text-align: right;"><i>Adopted: November 13, 2020</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: June 2023</i></p> <p style="text-align: right;"><i>Previous Revisions: June 2022: June 2022</i></p>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

2. The Chief Commissioner will provide a weekly report to the Administrative Services Department Liaison or their designate no later than 4pm each Friday from the time of their appointment to their submission of the Elections and Referenda Report.
3. Where the Administrative Services Department Liaison or their designate believes there is a risk to the organisation following from an inability to meet the minimum standards for hosting a Society election or referenda according to Society Bylaws and Regulations, the Administrative Services Department Liaison or their designate will submit to Council a recommendation for the dismissal of the Chief Commissioner and the appointment of an alternative candidate.
4. Where Council receives a recommendation for the dismissal of a Chief Commissioner, it or the Executive Committee will meet immediately on its behalf to accept or reject the recommendation of the Administrative Services Department Liaison or their designate.



## IEC-6: IEC RESOURCES

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: IEC RESOURCES</i>		
<i>POLICY REFERENCE NUMBER: IEC-6</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

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



## IEC-7: IEC STIPENDS

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: IEC STIPENDS</i>		
<i>POLICY REFERENCE NUMBER: IEC-7</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

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

**Process**

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



## IEC-8: REQUESTS FOR STAFF SUPPORT

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: REQUESTS FOR STAFF SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: IEC-8</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

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



- c. direct the request to the appropriate staff department, and
  - d. liaise with staff and the Chief Commissioner at the request of either party regarding the work order.
7. A feedback form will be made available to the Chief Commissioner following the completion of each work order.



## IEC-9: ADDITIONAL ELECTION SUPPORT

<i>POLICY TYPE: IEC POLICY</i>		
<i>POLICY TITLE: REQUESTS FOR STAFF SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: IEC-9</i>		
Adopted: November 13, 2020 Next Scheduled Revision: June 2023 Previous Revisions: June 2022: June 2022		
Position	Signature	Date
President		

### Policy

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

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

### Standards

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

### Process

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

the Chair of Council, and Council may order, by a 2/3rds majority vote, that a re-election for that position takes place

# NOTICE OF ELECTION AND REFERENDUM POLICIES



## NEP-1: NOTICE OF ELECTION AND REFERENDUM PERIOD

<i>POLICY TYPE: NOTICE OF ELECTION AND REFERENDUM POLICY</i>		
<i>POLICY TITLE: NOTICE OF ELECTION AND REFERENDUM PERIOD</i>		
<i>POLICY REFERENCE NUMBER: NEP-1</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

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

### Standards

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

### Dates

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

### Duration

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



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

<i>POLICY TYPE: NOTICE OF ELECTION AND REFERENDUM POLICY</i>		
<i>POLICY TITLE: NOTICE OF ELECTION AND REFERENDUM COMMUNICATION POLICY</i>		
<i>POLICY REFERENCE NUMBER: NEP-2</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

### Standards

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

- g. the length of time for campaigning for office and the limitation on campaign expenses.
2. An advertisement announcing the dates for the opening and closing of the nomination period shall be sent to the student newspaper to be posted at least fourteen (14) calendar days prior to the opening of nominations.
3. Tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits will be conducted during the Nomination and Submission Period, if possible.
4. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

### Process

5. The Communications Coordinator or designate will design and publish twenty-five (25) printed notices of the upcoming Election or Referendum, not less than eleven (11) by seventeen (17) inches, must be posted in prominent locations throughout the University, and must include at least the following information:
  - a. vacant Executive Committee positions if any,
  - b. the dates for the Nomination Period,
  - c. the regulations governing the nomination of candidates or submission of referendum question,
  - d. instructions for the acquisition and submission nominations and referendum questions,
  - e. the dates of the Campaign Period and limits on campaign expenses, and
  - f. the dates during which voting will take place.
6. The Communications Coordinator or designate will send the printed notice described above to the student newspaper to be posted for no less than the duration of the Notice of Election and Referendum Period.
7. The Communications Coordinator or designate will:
  - a. design notices and advertisements indicating the dates and processes of the Notice of Election and Referendum Period,
  - b. ensure that the Notice of Election and Referendum Period notices and advertisements include
  - c. ensure that all Society communications platforms are used to publish and disseminate all Campaign Period notices and advertisements.
8. The IEC, upon taking office, will:
  - a. develop a strategy for tabling, and class and meeting visits, and
  - b. develop a calendar for tabling and class and meeting visits.
9. The IEC may develop and coordinate additional outreach initiatives.

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



# CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICIES



## NP-1: NOMINATION AND SUBMISSION PERIOD

<i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i>		
<i>POLICY TITLE: NOMINATION AND SUBMISSION PERIOD</i>		
<i>POLICY REFERENCE NUMBER: NP-1</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

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

### Standards

1. All forms and guidelines necessary to the Nomination and Submission Period processes will be available to all Members at all times, including the IEC.
2. The Nomination Package will be a fillable PDF form in which candidates must complete all required information.
3. The IEC may choose to give weekly or more frequent updates to the SFSS membership on recently approved candidates within the Nomination Period for the purposes of increasing participation in the election if they so fit.

*Dates*

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

*Duration*

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



## NP-2: NOMINATION AND SUBMISSION PERIOD COMMUNICATIONS POLICY

<p><i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i></p> <p><i>POLICY TITLE: NOMINATION AND SUBMISSION PERIOD COMMUNICATIONS POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: NP-2</i></p> <p style="text-align: right;"><i>Adopted: November 13, 2020</i>  <i>Next Scheduled Revision: June 2023</i>  <i>Previous Revisions: June 2022</i></p>		
Position	Signature	Date
President		

### Policy

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

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

### Standards

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

### Process

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

3. The IEC, upon taking office, will:
  - c. develop a strategy for tabling and class and meeting visits, and
  - d. develop a calendar for tabling and class and meeting visits.
4. The IEC may develop and coordinate additional outreach initiatives.
  - a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.



## NP-3: NOMINATION SUBMISSION AND REVIEW

<p><i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i></p> <p><i>POLICY TITLE: NOMINATION SUBMISSION AND REVIEW</i></p> <p><i>POLICY REFERENCE NUMBER: NP-3</i></p> <p style="text-align: right;"><i>Adopted: November 13, 2020</i>  <i>Next Scheduled Revision: June 2023</i>  <i>Previous Revisions: June 2022</i></p>		
Position	Signature	Date
President		

### Policy

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

### Standards

1. Only Members in good standing of the SFSS are eligible to run for the Executive Committee.
2. No candidate is permitted to run for more than one position during the Executive Committee Elections.
3. Proposed candidates must conduct themselves in accordance with the Elections Referenda Policies and Bylaws set out by the SFSS. Breaching said regulation may be escalated to the IEC.
  - a. As per SFSS Bylaw 13(3), elected candidates cannot hold department student union (DSU), faculty student union (FSU), constituency group (CG), or club executive seats concurrently to their SFSS Executive Officer terms
4. A complete Nomination Package will include the following items:
  - a. a duly completed and signed Nomination Form, which will include:
    - i. the candidate name, student number, address, telephone number, email address, and
    - ii. the names, signatures, and student numbers of at least ten (10) members of the SFSS who support the candidacy,

- b. a duly completed and a signed Statement of Consent permitting the Society to access any and all information from the University Registrar necessary to determining a candidate's eligibility until the end of the Council term for which that candidate is running,
  - c. a duly completed and a signed Agreement to Serve as a Director, and
  - d. a duly completed and signed Model Release Form.
5. Nomination Packages will be available to all members at all times on the Society website.
6. All nominees to a position on the Executive Committee are required to attend a candidate orientation.

## Processes

### *Nomination Packages*

7. Proposed candidates will:
  - a. complete the Nomination Package,
  - b. ensure that all information provided on the forms is legible,
  - c. submit the signed and completed nomination package to:
    - i. the Student Centre (SC) between the hours of 10am and 4pm, Monday to Friday if in person; or
    - ii. to the Chief Commissioner during their posted office hours if in person; or
    - iii. via email at [elections.chief@sfss.ca](mailto:elections.chief@sfss.ca) if it is an online package, and
  - d. attend one of the scheduled candidate orientation sessions.
8. The SC will:
  - a. date and time stamp all submissions,
  - b. place submissions in a locked submission box,
  - c. complete and sign a drop-off tracking sheet record,
  - d. have the proposed candidate sign the drop-off tracking record,
  - e. send candidates a confirmation email acknowledging the receipt of their submission, and
  - f. provide those submissions to the Chief Commissioner upon request.
9. The Chief Commissioner will:
  - a. pick-up the printed Nomination Packages from the SC,
  - b. complete and sign a drop-off tracking sheet record for the records they receive personally in printed copy,
  - c. have the proposed candidate sign the drop-off tracking record if they receive the submission in printed copy,
  - d. send candidates a confirmation email acknowledging the receipt of their submission, and
  - e. provide the PRCA or designate with all nomination package submissions.
10. The PRCA or designate will:

- a. collect the Nomination Packages from the Chief Commissioner,
- b. review all information ensuring that all proposed candidates and endorsements are provided by active members in good standing, and
- c. submit a list of all eligible candidates with student numbers and contact information to the Chief Commissioner.

*Candidate Orientation*

11. The PRCA or designate will:
  - a. book the space, time, and equipment for the Candidate Orientation,
  - b. develop a Candidate Orientation Presentation and Manual, present the SFSS as an organisation, the role of Council and the Executive Committee, and the role of a Director to candidates at the orientation presentation,
  - c. ensure that the Candidate Orientation Presentation and Manual includes a discussion on the specific instances where complaints can be made, and
  - d. ensure that timelines and guidelines for Campaign Materials and Campaign Literature will be captured in the Candidate Manual and communicated during Candidate Orientation.
12. The Chief Commissioner will:
  - a. take attendance at the orientation, and
  - b. present the electoral processes and regulations to the candidates.
13. The Candidate Orientation and/or Candidate Manual will outline pre-arranged Orientation meeting days so candidates are made aware what days they are required to be present in order to be eligible to run.

*Confirmation of Eligibility*

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





## NP-4: REFERENDUM QUESTION SUBMISSION AND REVIEW

<i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i>		
<i>POLICY TITLE: REFERENDUM QUESTION SUBMISSION AND REVIEW</i>		
<i>POLICY REFERENCE NUMBER: NP-4</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

#### *Referendum Question Submission*

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

- b. task a director with the responsibility of submitting a Referendum Question Submission Package to the Student Centre (SC).
4. Where Council receives a petition signed by 5% of the membership in favour of including a referendum question on the next regularly scheduled Society election or referendum ballot, it will:
  - a. identify the member submitting the petition as the primary point of contact for all referendum question related issues,
  - b. ensure that the minimum requirements of the submission of a referendum question by petition are met,
  - c. task a Councillor with the responsibility of acting as a liaison between the primary point of contact and Council, and
  - d. task a Councillor with the responsibility of submitting a referendum question Submission Package to the SC on behalf of the Member acting as the primary point of contact for that referendum question.
5. Where Council votes in favour of including a referendum question on a Society election or referendum ballot by simple majority, it will:
  - a. task a Councillor with the responsibility of acting as the primary point of contact for all referendum question related issues, and
  - b. task a Councillor with the responsibility of submitting a Referendum Question Submission Package to the SC.
6. The SC will:
  - a. date and time stamp all Referendum Question Package submissions,
  - b. place submissions in a locked submission box,
  - c. complete and sign a drop-off tracking sheet record,
  - d. have the proposed candidate sign the drop-off tracking record, and
  - e. provide those submissions to the Policy, Research, Community Affairs (PRCA) Coordinator or designate for review.
7. The PRCA or designate will:
  - a. collect the Referendum Question Submission Packages,
  - b. review all information ensuring that all minimum requirements for submission are met, and
  - c. submit a list of all eligible Referendum Questions and the names and contact information for the primary point of contact for each Referendum Question to the Chief Commissioner.

*Confirmation of Referendum Question Reception and Inclusion on the Ballot*

8. The Chief Commissioner will:
  - a. determine the eligibility of each referendum submission on the basis of,
    - i. meeting the eligibility criteria, and

- ii. SFSS Referendum Question Submission Package.,
- 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 Confirmation to the PRCA or designate for record keeping and a copy to the primary point of contact, to Council, and to the Executive Committee.

# CAMPAIGN PERIOD POLICIES



## CP-1: CAMPAIGN PERIOD

<i>POLICY TYPE: CAMPAIGN POLICIES</i>		
<i>POLICY TITLE: CAMPAIGN PERIOD</i>		
<i>POLICY REFERENCE NUMBER: CP-1</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

The Policy, Research, Community Affairs (PRCA) Coordinator or designate is responsible for ensuring that the minimum standards for the Campaign Period are met.

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

### Standards

#### Dates

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

#### Duration

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



## CP-2: CAMPAIGN PERIOD COMMUNICATIONS POLICY

<p><i>POLICY TYPE: CAMPAIGN POLICIES</i></p> <p><i>POLICY TITLE: CAMPAIGN PERIOD COMMUNICATIONS POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: CP-2</i></p>		
<p><i>Adopted: November 13, 2020</i></p> <p><i>Next Scheduled Revision: June 2023</i></p> <p><i>Previous Revisions: June 2022</i></p>		
Position	Signature	Date
President		

### Policy

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

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

### Standards

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

### Process

6. The Communications Coordinator or designate will design and publish twenty-five (25) notices not less than eleven inches by seventeen inches announcing the candidates

- nominated and the date, times of polling and places of polling shall be placed in prominent positions throughout the University no more than seventy-two (72) hours following the close of nominations.
7. The Communications Coordinator or designate will send the printed notice described above to the student newspaper to be posted for no less than the duration of the Notice of Election and Referendum Period.
  8. The Communications Coordinator or designate will:
    - a. design notices and advertisements for the Campaign Period,
    - b. review those assets at the start of each semester and at the end of each Campaign Period, and
    - c. coordinate the production of all print notices and advertisements, and
    - d. develop a schedule for the publication Campaign Period notices and advertisements.
  9. The IEC, upon taking office, will:
    - a. develop a strategy for tabling, and class and meeting visits, and
    - b. develop a calendar for tabling and class and meeting visits, if possible.
  10. The IEC may develop and coordinate additional outreach initiatives.
    - a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.



## CP-3: CAMPAIGN PERIOD REGULATIONS

<p><i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i></p> <p><i>POLICY TITLE: CAMPAIGN PERIOD REGULATIONS</i></p> <p><i>POLICY REFERENCE NUMBER: CP-3</i></p>		
<p><i>Adopted: November 13, 2020</i></p> <p><i>Next Scheduled Revision: June 2023</i></p> <p><i>Previous Revisions: June 2022</i></p>		
Position	Signature	Date
President		

### Policy

All electoral and referenda campaigns are subject to strict regulations. Any breach of these regulations may subject a candidate to a formal censure, a reduction to their allowable campaign expense reimbursement, or disqualification.

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

### Definitions

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

### Regulations

1. Campaigning will not:
  - a. start before the beginning of the Campaign Period.
2. Candidates must not pre-campaign. Candidates announcing that they intend to or have submitted nomination for the upcoming election does not count as pre-campaigning as long as it does not tell candidates to vote for any candidate or any group of candidates.
3. Candidates must conduct themselves in line with SFSS values, By-Laws and policies.



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

13. No SFU listserv mail lists or SFU course platforms shall be used to campaign on behalf of any candidate.
14. Any member of the society may issue an endorsement for a candidate or a group of candidates.
15. Any candidate who is endorsed by a person who is defaming or being discriminatory to another candidate, must not publicize that endorsement of such person, and must reject said endorsement.
16. Clubs, Student Unions, Constituency Groups or any such group under the Society may choose to issue endorsements of candidates.
17. The SFSS Council as a body, or the Executive Committee as a body, may not endorse any candidate or any group of candidates for any election within the Society. Endorsements can be made by a Councillor in their private capacity of a student and member, as long as society resources are not used.

### **Infraction Schedule**

18. Where Society staff have been found to have sought to influence the outcome of an election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies.
19. Where a candidate is found to have started campaigning before the start of the Campaign Period, that candidate will be subject to the Progressive Disciplinary Schedule provided by this policy.
20. Where Campaign Materials, including Campaign Literature, are found to be defamatory or discriminatory, the authoring candidate will be subject to the Progressive Disciplinary Schedule provided by this policy.
21. Campaign Literature will be collected and discarded where it:
  - a. does not indicate the authoring candidate,
  - b. has not been approved by the IEC, or
  - c. it is displayed before or after the Campaign Period.
22. Where non-members are found to be campaigning on University property, Campus Security will be contacted and informed.
23. Where candidates are found to be collecting, using or disclosing personal information without the explicit consent of the individual to whom it belongs, they will be subject to Progressive Disciplinary Schedule.

### **Progressive Disciplinary Schedule**

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

25. Stage 2: For a second offence, the candidate will be fined, or have their campaigning or one or more method(s) of campaigning suspended for time, not exceeding 48 hours as determined by the IEC.
26. Stage 3: For a third offence, the candidate will be disqualified from the election.
27. Where an offence is deemed particularly egregious, the IEC may skip Stage 1, or skip Stage 1 and 2. The Candidate Manual will outline instances that may require application of this rule.

### **Process**

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



## CP-4: APPROVAL OF CAMPAIGN MATERIALS

<p><i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i></p> <p><i>POLICY TITLE: APPROVAL OF CAMPAIGN MINUTES</i></p> <p><i>POLICY REFERENCE NUMBER: CP-4</i></p> <p style="text-align: right;"><i>Adopted: November 13, 2020</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: June 2023</i></p> <p style="text-align: right;"><i>Previous Revisions: June 2022</i></p>		
Position	Signature	Date
President		

### Policy

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

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

### Definitions

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

### Standards

4. Campaign Materials must not be defamatory or discriminatory.
5. Campaign Materials and Campaign Literature must follow all Regulations outlined in CP-3.
6. Timelines and guidelines for Campaign Materials and Campaign Literature will be captured in the Candidate Manual and communicated during Candidate Orientation.
7. Campaign Literature must identify one candidate per piece of campaign literature, and easily identify that one candidate as the author for the purposes of easily-identifying the candidate to reimburse, whether or not the candidate is a part of a slate.

**Process***Campaign Literature*

8. The Communications Coordinator or designate will design a template for Campaign Literature that will ensure the standards for Campaign Literature are met.
9. The Communications Coordinator or designate will ensure that the Campaign Literature Template is available at all times on the Society Website.
10. The candidate may:
  - a. design campaign literature using the template made available on the Society website, or, design other campaign material as long as it satisfies the requirements of these Regulations,
  - b. submit Campaign Literature in pdf format to the IEC as email attachments sent to [elections.chief@sfss.ca](mailto:elections.chief@sfss.ca), and
  - c. submit a request for reimbursement as per CP-5.
11. The IEC will:
  - a. review the Campaign Literature submitted by candidates for adherence to the Campaign Literature standards, and
  - b. notify the candidate in writing whether or not the submission is approved.
    - i. Where the submission is not approved, reasons will be provided, and instructions on how to meet compliance will be provided.
    - ii. No campaign literature must be placed in IEC approved poster location without approval of the IEC

*Campaign Materials*

12. Links and descriptions of all web-based campaign tools, such as website and social media profiles, must be provided to the Chief Commissioner in writing to [elections.chief@sfss.ca](mailto:elections.chief@sfss.ca).
13. Campaign material online or otherwise, for which a candidate submits campaign expense submission, must be only for that candidate. Shared online Campaign Material between candidates may not be expensed or reimbursed by the Society. A breach of this regulation by candidate will have them be subject to the Campaign Period Infraction schedule.
14. Candidates must communicate the time and place of all in-person campaign activities, other than the Society debates provided for in these policies, to the Chief Commissioner in writing to [elections.chief@sfss.ca](mailto:elections.chief@sfss.ca).



## CP-5: CAMPAIGN EXPENSES

<i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i>		
<i>POLICY TITLE: CAMPAIGN EXPENSES</i>		
<i>POLICY REFERENCE NUMBER: CP-5</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Process

1. A candidate shall only get reimbursed for campaign expenses incurred by them as a candidate, and only for Campaign Material that has been pre-approved by the IEC.
2. Candidates acting as a slate, or a group of candidates, may not pool campaign resources or incur shared campaign expenses for purposes of an election for promoting campaign material, including but not limited to sponsored ads for mutual benefit, as reimbursements shall be done on a per-candidate basis only. Candidates found to be breaching this regulation may be subject to progressive discipline as provided for in these regulations.
3. Expense Report Forms will be made available to all members at all times on the Society website.
4. Expense Reports must be submitted to the Chief Commissioner, in writing, within 72 hours succeeding the close of the Campaign Period.
  - a. Proposed candidates will:
    - i. print the Expense Report Form,
    - ii. complete the Expense Report Form,
    - iii. ensure that all information provided on the form is legible,
    - iv. attach to the form itemized receipts for any expense, and

- v. submit the Form and itemized receipts to the Student Centre (SC) between the hours 10am and 4pm, Monday to Friday.
  - b. The SC will:
    - i. date and time stamp all submissions,
    - ii. place submissions in a locked submission box,
    - iii. complete and sign a drop-off tracking sheet record,
    - iv. have the candidate sign the drop-off tracking record, and
    - v. provide those submissions to the Chief Commissioner.
5. Where Expense Reports are not duly received within 72 hours, the candidates will forfeit their entitlements to campaign expense reimbursement.



## CP-6: DEBATES

<i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i>		
<i>POLICY TITLE: DEBATES</i>		
<i>POLICY REFERENCE NUMBER: CP-6</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

### Standards

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

### Process

7. The Communications Coordinator or designate will ensure that a set of Standard Operating Procedures (SOP) for hosting of debates are developed and made available to the Independent Electoral Commission (IEC) on demand. The SOP for the debates will include, at least, the following:
  - a. an evaluation strategy for assessing the success of a debate,



- b. the time, place, length, and dates for debates,
  - c. structure of the debate,
  - d. the time limits for responding to questions and/or themes and how they will be enforced and by whom,
  - e. a budget, and
  - f. a set of procedures and an owner for each area of responsibility associated to the debate.
8. The candidates, Council, and IEC shall be provided with a feedback form regarding the debates.



## CP-7: SLATES

<i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i>		
<i>POLICY TITLE: SLATES</i>		
<i>POLICY REFERENCE NUMBER: CP-7</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: June 2023</i>		
<i>Previous Revisions: June 2022; June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Definitions

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

### Standards

4. Candidates, or a group of candidates on a Slate, shall not share campaign expenses or pool financial resource together for mutual benefit or incur shared campaign expenses that benefit candidates within such a slate collectively.
5. Campaign Material that are used by a group of candidates on a Slate, that does not incur shared expenses between candidates are allowed. Any such campaign material but must be pre-approved by the IEC before it can be used for the purposes of campaigning by any candidate or group of candidates on a slate.

- a. Campaign literature are physical and/or printed and therefore means shared expenses has been incurred by a group of candidates collectively, and therefore shall not be approved or allowed in Society elections.
6. Slates shall not pre-campaign on behalf of any group of candidates running on a slate.

**Process**

7. During the campaigning period, candidates on a slate may engage in activities collectively, use shared slogans, similar color schemes for individual posters, or name themselves as a slate, and use other non-society resources such as alternate media and promote themselves online to benefit candidates comprising of the slate.
8. Slates will not be officially registered or recognized by the IEC, and collective slate names shall not be placed on the ballots.
9. For any Executive Committee Election or By-election, each candidate will have their names listed on the voting ballot as individual candidates without slate names associated with that candidate.

# VOTING PERIOD POLICIES



## VP-1 VOTING PERIOD

<i>POLICY TYPE: VOTING PROCESS POLICIES</i>		
<i>POLICY TITLE: VOTING PERIOD</i>		
<i>POLICY REFERENCE NUMBER: VP-1</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: After Voting Period</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

The Policy, Research, Community Affairs (PRCA) Coordinator or designate is responsible for ensuring that the minimum standards for the Voting Period are met.

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

### Standards

#### Dates

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

#### Duration

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



## VP-2 VOTING PERIOD COMMUNICATIONS POLICY

<i>POLICY TYPE: VOTING PROCESS POLICIES</i>		
<i>POLICY TITLE: VOTING PERIOD COMMUNICATIONS POLICY</i>		
<i>POLICY REFERENCE NUMBER: VP-2</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: After Voting Period</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

### Standards

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

### Process

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

5. The IEC, upon taking office, will:
  - a. develop a strategy for tabling, and class and meeting visits, and
  - b. develop a calendar for tabling and class and meeting visits.
6. The IEC may develop and coordinate additional outreach initiatives:
  - a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.



## VP-3 VOTING PERIOD REGULATIONS

<i>POLICY TYPE: VOTING PROCESS POLICIES</i>		
<i>POLICY TITLE: VOTING PERIOD REGULATIONS</i>		
<i>POLICY REFERENCE NUMBER: VP-3</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: After Voting Period</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

The voting process is subject to strict regulations. Any breach of these regulations may subject a candidate to a formal censure, a reduction to their allowable campaign expense reimbursement, or disqualification.

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

### Regulations

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

### Infraction Schedule

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

### Progressive Disciplinary Schedule

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



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

### **Process**

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



## VP-4: ELIGIBILITY TO VOTE

<i>POLICY TYPE: VOTING POLICY</i>		
<i>POLICY TITLE: ELIGIBILITY TO VOTE IN A BOARD ELECTION</i>		
<i>POLICY REFERENCE NUMBER: VP-4</i>		
<i>Adopted: November 13, 2020</i>		
<i>Next Scheduled Revision: After Voting Period</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

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

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

### Process

*Verification of a person's status as an eligible voter*

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



## VP-5: BALLOTS AND VOTING SYSTEM

<p><i>POLICY TYPE: VOTING POLICY</i></p> <p><i>POLICY TITLE: BALLOTS</i></p> <p><i>POLICY REFERENCE NUMBER: VP-5</i></p>		
<p>Adopted: November 13, 2020</p> <p>Next Scheduled Revision: After Voting Period</p> <p>Previous Revisions: June 2022</p>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

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



## VP-6: ELECTION RESULTS

<i>POLICY TYPE: CAMPAIGNS PROCESS POLICIES</i>		
<i>POLICY TITLE: ELECTION RESULTS</i>		
<i>POLICY REFERENCE NUMBER: VP-6</i>		
Adopted: November 13, 2020 Next Scheduled Revision: After Voting Period Previous Revisions: June 2022		
Position	Signature	Date
President		

### Policy

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

### Process

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

- b. be 48 hours in duration,
  - c. commence on the business day after the results of the main election are received by the IEC, and
  - d. extend the election period by the number of days it takes to complete the run-off election.
6. All other election results will be withheld until the conclusion of the run-off election.
7. All candidates will be notified in the event of a run-off election.
8. All members eligible to vote in the run-off election will be notified before the new ballot is re-opened.

# POST-ELECTION PERIOD POLICIES



## PEP-1: POST-ELECTION PERIOD

<i>POLICY TYPE: POST-ELECTION PROCESS POLICIES</i>		
<i>POLICY TITLE: POST-ELECTION PERIOD</i>		
<i>POLICY REFERENCE NUMBER: PEP-1</i>		
<i>Adopted: November 13, 2020</i> <i>Next Scheduled Revision: After Voting Period</i> <i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

### Process

6. To be eligible to receive their final stipend for that election, the Chief Commissioner must submit a Elections and Referenda Report containing at least the following information:
  - a. dates of the general election, by-election, or referendum in question,
  - b. names of any candidates and positions for which they ran,
  - c. exact wording of all referendum questions,
  - d. the results of each vote (i.e. positions and referendum questions)

- e. a summary of any issues that arose during the election and the means used to address those issues,
  - f. a set of recommendations for the improvement of future elections, by-elections, and referenda, and
  - g. an appendix including all infractions, complaints, and decisions made regarding electoral and referendum campaign regulations.
7. The IEC Commissioners shall be released from their positions until the next scheduled election periods and shall be shortlisted if available and if preferred in the next batch of interviewing for IEC Commissioners.
8. The IEC Chief Commissioner will serve for 13-month long appointment and assist in other elections of Councillors and Student Unions and Groups across the campus on request.
9. Once the report has been duly submitted and approved by Council, the Office of VP Finance may release to the Chief Commissioner their stipend for any period including or after the voting period.
10. The PRCA or designate will maintain the Elections and Referenda Reports, Notice of Election and Referenda Results, SFSS Elections and Referenda Status Report, and Elections Feedback Reports to be used for comparison in future Elections.
11. After duly receiving and approving the Elections and Referenda Report, the Society shall ensure that the three latest received Elections and Referenda reports are appropriately shared with members of the SFSS (including but not limited to being placed on Society website). If personal information is included in the report, it shall be redacted in accordance with relevant privacy legislation.



# APPENDIX



## COMMITTEE FOR THE RECOMMENDED APPOINTMENT OF AN IEC (CRAI)

### Name and Type

**Name:** Committee for the Recommended Appointment of an Independent Electoral Commission (CRAI)

**Duration:** The committee will be established at least sixty (60) days before May 1<sup>st</sup> of every year.

### Purpose

The purpose of this committee is to interview candidates for the IEC Commissioner Positions and make a recommendation to Council for the appointment of candidates to the IEC

### Membership

- Voting members
  - SFSS Administrative Services Department Liaison or designate
  - Policy, Research, Community Affairs (PRCA) Coordinator or designate

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

### Deliverables

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

- review job descriptions,
- review job postings,
- advertise job postings,
- collect and review the candidate packages,
- conduct interviews according to standard SFSS hiring practices,
- draft a formal recommendation to Council,
- file recommendations, applications, and interview notes according to the standards contained in the SFSS Personnel Policies, and
- submit a recommendation for the appointment of a full IEC to the Council Chair.

## Governance

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

A majority of voting members constitutes quorum.

## Communications

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

The committee shall report on its progress at Council meetings.

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

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

## Relevant Bylaws and Policies

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

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