

Call to Order – 2:36 pm, July 30, 2014 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Executive Officer (*chair*) Darwin Binesh
President (*ex officio*) Chardaye Bueckert
Board of Directors Member Shadnam Khan
Board of Directors Member Shirin Escarcha
Board of Directors Member Adam Potvin
Board of Directors Member Rebecca Langmead
Councilor Kathleen Yang
Councilor Melissa Lee (*late*)
Student At-Large

Society Staff

Campaigns, Research, and Policy Coordinator Pierre Cassidy
Minute Taker Dion Chong

Guests

Regrets

Student At-Large Michael Carbonnier

Absent

2. Approval of the Agenda

MOTION CPR 2014-07-30:01

Escarcha

Be it resolved to approve the agenda as presented.

Announcement added

CARRIED

3. Ratification of Regrets

MOTION CPR 2014-07-30:03

Potvin

Be it resolved to ratify regrets from:

Student At-Large Michael Carbonnier

Carbonnier had an employment conflict.

CARRIED

4. Matters Arising from the Minutes

MOTION CPR 2014-07-30:03

Escarcha

Be it resolved to approve the minutes of 2014-07-23

CARRIED

5. Unfinished and New Business

a. Election Policy

Questions were raised around the implications around removing residence campaigning restrictions from the elections policy. While they continued to exist, they were shifted into the candidate's handbook.

Campaigns, Research, and Policy Coordinator would be managing all policy work through all levels of approval to ensure uniformity. Policy changes may also be necessary within the Council/Forum Policies.

Action Item: Councillor Yang would consider implications of the proposal on Council Policies.

The committee reviewed the policy line by line.

- Bylaws had timeline requirement for when the Chief Electoral Officer is selected. The policy ensured that the Independent Electoral Commission in its entirety was appointed a minimum of two weeks prior to an election.
- Requirement of an office: until the move into the Student Union Building, the understanding was that the IEC would operate in the Advocacy Area (MBC 2234) with a cabinet for confidential storage and access to confidential meeting spaces when necessary.
- Appointments
 - Section spoke to Board of Directors duties around elections and their resulting impact on staffing.
 - Concerns if the timeline was not adhered to.
 - In 2010, a full IEC was appointed 1 week prior to the elections, violating policy but matter was unchallenged, since the spirit was to ensure that an IEC was in place.
 - No consequence mechanism was in place across the policy manual. It was deemed difficult to establish consequences for violations of each and every policy.
 - Removal of student newspaper specificity to avoid policy changes should student newspapers on campus change in the future
- Chief Electoral Officer
 - His/her/zir pronouns – Based on Out on Campus recommendations around pronouns.
 - Singular they may be more open
 - Having all three may be more striking in creating conversation
 - Pronoun change was to occur for all policies moving forward
 - Concerns around a political body such as the Board appointing an independent body
 - Council could potentially conduct the appointment of the Chief Electoral Officer
 - Constitution and Policy Review Committee in 2008 recommended that Council be provided with the power to provide a binding recommend on the Chief Electoral Officer to the Board of Directors.
 - Binding to avoid potential financial wastage and issues of independence should Board reject a recommendation from Council
- Commissioner

- Board would appoint the commissioners at the binding recommendation of the Chief Electoral Officer.
 - Binding recommendations were of concern
 - May defeat the purpose of having an elected board to review the capabilities of the commissioners
 - Current review processes were largely procedural
 - Selection of CEO implied a certain level of trust on the decision-making capabilities of the CEO and the mechanisms in place within the organization
 - CEO is responsible to the entire election process, and it was deemed necessary for the CEO to select individuals who they deem capable of fulfilling their perceived needs.
- Some boards have appointed Chief Electoral Officer and Commissioners simultaneously, which has been faster but has not allowed the CEO to have any input on the composition of the Independent Electoral Commission. A two-stage appointment process was considered more desirable.
- CEO availability to student unions and clubs
 - If Faculty Student Unions became substantial bodies, questions were raised around the feasibility of the Independent Electoral Commission being responsible for elections of clubs and student unions.
 - Language was nearly identical to current policies.
 - CEO having an indirect oversight role of FSUs elections were recommended to ensure that the body was duly elected particularly around the potential of levies and organizational liability of such funds.
 - Given the limited oversight, it was deemed reasonable.
 - Board would have to approve any such request
 - IECs in the past also conducted SFPIRG and The Peak elections.
- Commissioners
 - Commissioners terms upon the end of the elections as per the bylaws
 - Depending on commissioner experience in SFSS bylaws and FSU model, it may be possible to delegate assistance with student union/club elections, however the CEO would maintain their indirect oversight role.
- Stipend and Resources – CEO
 - Mechanism for allotting stipends may be necessary for review around potential taxation issues
 - **Action Item:** Campaigns, Research, and Policy Coordinator would liaise with the Finance Office on the matter
 - Hours for the IEC may be subject to the politics of the Board, thus it may be desirable for Council to approve any increases.
 - The incumbent Chief was comfortable with selecting any body to approve an increase, particularly given concerns since 2008 of increasing hour needs of the IEC as a whole
 - Under responsibilities, the Chief may receive an honorarium for assisting other groups in lieu of additional stipends from the Board.

- Should the CEO assist FSU/DSU elections, it was deemed acceptable to utilize stipends for conducting society business.

Major Concerns

- Feasibility of slates
 - Slates were not prohibited in the current draft
 - However, slates were not listed on the ballots yet listed on the website – consistency was sought
 - There were concerns around allowing slates without any restrictions
 - It was desired to add financial restrictions on how much campaigning funds could be contributed to the betterment of a slate
 - Concern of a large number of “candidates” running on a slate and contributing all funds into slates promoting a limited number of candidates.
 - Potential of rules applying both to the candidate and the slate.
 - Impediments on the campaigning process, including bans on slate, may limit the ability for the organization to promote elections in any way possible
 - Slates may inhibit the electoral process by reducing viability of independent candidacy.
- Amount of campaigning funds available
 - Candidates may need to find more creative outreach opportunities.
 - Proposed changes, with a significant reduction on restrictions, may increase opportunities for campaigning and therefore necessitate additional funding.
- Length of campaigning period may be up for review

b. Amendment – AP-1 Absence, Leave, Resignation

Notification – It was found that the changes proposed were already conducted in the previous year and was approved by board but was not reflected in the document available online.

6. Announcements

c. Board Events

7. Attachments

AP-1.docx

8. Adjournment 3:32pm

DC /CUPE 3338

AP-1: Absence, Leave and Resignation

1. Resignation of Directors according to section 1 of by-law 5:
 - a. In order to comply with the provisions of section 1 of by-law 5, which requires each Director of the Society to be registered as a student in at least two (2) of the three (3) semesters comprising their tenure of office, each person who is elected or appointed to be a Director of the Society shall submit to the Society and to the University Registrar their written consent for the University Registrar to, at any time during their tenure of office, produce a report on their registration status in each of the (3) three semesters comprising their tenure of office and to make this information available to the Society's Executive Director and to any member of the Society upon request. They shall give this consent no later than the first day of their tenure of office as a Director and they shall not withdraw this consent until the last day of their tenure of office.
 - b. Any person not giving consent as required in subsection a. shall be deemed not to be registered for classes for the purposes of section 1 of By-Law 5.
 - c. For the purposes of this policy, a report under subsection (a.) shall list whether the subject of the report is currently registered in a course or program at the University, and for each of the previous semesters in their term of office, if the subject was so registered in that semester.
 - d. The Society's Executive Director will, no later than one week before the first scheduled meeting of Council in each semester, and as soon as possible after the University's last class withdrawal date in each semester, obtain from the University Registrar reports pursuant to subsection (a.) on the registration status of each Director of the Society.
 - e. The Society's Executive Director will, in the case of a Director elected in a by-election or appointed by Council or by ordinary resolution to be a Director, obtain from the University Registrar a report on the registration status of that person on, or as soon as possible after, the first day of that Director's tenure of office.
 - f. As soon as possible after obtaining the reports given in subsection (a.) the Society's Executive Director shall distribute to the members of the Student Council those reports along with a list of any Directors who have paid their society fee for that semester directly to the Society and a list of any Directors who owe to the Society any fee, fine, or penalty levied by the Society in accordance with the Society's by-laws or regulations.
 - g. Upon receipt of registration and fee-payment reports produced under this section, Council shall review the report and shall advise the Board if they agree with the findings in those reports as they relate to the application of section 1 of by-law 5.
 - h. If Council shall disagree with any information provided to it under this section, it shall provide clear and concise reasons to the Society of the

Pierre Cassidy 14-7-18 10:57 AM

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nature of its disagreement with the report and the Society shall pursue those issues and a report on the issue will be provided to Council as soon as possible.

- i. For the purposes of administering section 1 of by-law 5, except as given otherwise in this policy, the Society shall consider each Director to be a member in good standing until such time as Council has agreed with the content of the report indicating that the Director is not a member in good standing. Further, once Council has agreed with the content of a report indicating that a Director is not a member in good standing, the Society shall deem that person to not to be a member in good standing, and they shall cease to be a Director of the Society according to section 1 of by-law 5.

2. Leaves of Absence

- a. Requests by Board of Directors members for leaves of absence shall be directed to the President for approval. In the event that the President requests a leave of absence, it shall be directed to the VP Finance for approval.
- b. All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.
- c. In the event that a request for a leave of absence is denied, the President or VP Finance shall provide written reasons for their decision.
- d. No more than two (2) months leave of absence shall be granted within a one-year term of office.
- e. Members of Board of Directors who have not paid Society fees for the semester for which they are requesting a leave of absence shall have these fees deducted from their first month's stipend in the semester they return.

3. Excuses

- a. An "excuse" shall be defined as follows: An excuse is a protective mechanism that ought to be employed only in the event that unforeseen circumstances prevent a member of the Board of Directors from attending a meeting at which they otherwise would have been present. Examples of such circumstances would include, but not be limited to the following:
 - i. Bereavement
 - ii. Illness
 - iii. An academic or employment specific conflict
 - iv. A personal / family emergency
- b. Requests by Board of Directors members for excuses from meetings of Board of Directors shall be directed to the President for approval. Such requests must be received no later than one hour prior to the meeting. In the event that the President requests an excuse it shall be directed to the VP Finance for approval.
- c. All requests for excuses shall be accompanied by a written explanation of the reasons for seeking it.
- d. In the event that a request for an excuse is denied, the President or VP Finance shall provide written reasons for their decision.

4. Leaves of absence and excuses approved by the President or VP Finance shall be reported to Board of Directors.
5. Notices of resignation from Board of Directors shall be directed to the President and accepted at the subsequent meeting of Board of Directors.

Amended: BOD: 01-08-03, BOD: 04-25-07, BOD: 02-25-08, BOD: 04-16-08

R-X: Independent Electoral Commission

- 1) A full Independent Electoral Commission must be established no later than two (2) weeks before nominations are called for a general election or by-election.
- 2) The Society shall provide an office for the Independent Electoral Commission.

Appointments

- 1) Calls for candidates to all Independent Electoral Commission positions must:
 - a) be advertised (at least):
 - i) on the Independent Electoral Commission website, and include:
 - (1) the duration of the appointment,
 - (2) the nature and scope of the work, and
 - (3) the date and time of the Board meeting during which the applicants will be interviewed and selected,
 - ii) in the Peak newspaper,
 - iii) as posters on SFU approved bulletin boards on all three campuses,
 - iv) on all available Society web-based communications tools, and
 - b) be posted at least two (2) weeks prior to the date of the first Board meeting during which interviews will be heard and appointments decided.

Chief Electoral Officer

- 1) The Board will appoint a Chief Electoral Officer to a one-year term commencing on December 1st of every calendar year.
- 2) All applicants shall be interviewed at a Board meeting during or prior to which the Chief Electoral Officer will be appointed.
- 3) The Board shall appoint a Chief Electoral Officer by simple majority vote, held by secret ballot and in camera, from among the eligible applicants interviewed.
 - a) The Board shall appoint a replacement in the same manner in the event the Chief Electoral Officer vacates his/her/zir position prior to the end of his/her/zir term.

Commissioners

- 1) The Chief Electoral Officer shall appoint commissioners for a term lasting from two weeks prior to an election to the approval of the final election results by the Board.

Responsibilities

Chief Electoral Officer

- 1) Coordinates the elections, by-elections, and referenda of the Society.
- 2) Faculty Student Unions, Department Student Unions, Clubs, and SFSS recognized constituency groups may request that the Chief Electoral Officer coordinate their elections.
 - a) The Chief Electoral Officer may do so subject to Board approval, though not while coordinating the elections, by-elections, and referenda of the Society.

- b) The Chief Electoral Officer may accept an honorarium from these groups under these circumstances.
- 3) The Chief Electoral Officer, in consultation with the Communications Coordinator, must ensure that the Independent Electoral Commission website is kept up to date.

Commissioners

- 1) Commissioners shall support the Chief Electoral Officer in the organization and conduct of an election, by-election, or referendum of the Society.

Stipends and Resources

Chief Electoral Officer

- 1) In recognition of services rendered, the Chief Electoral Officer shall receive a stipend.
 - a) It may be for up to one hundred fifty (150) hours of work during any election period.
 - i) The Board may increase maximum number of work hours eligible for stipend allotment following a request by the Chief Electoral Officer.
 - b) It shall be disbursed biweekly.
 - c) It shall be calculated at an hourly rate equivalent to that of the executive members of the Board of Directors
- 2) Should the Chief Electoral Officer fail to fulfill his/her/zir duties, the commissioners may, by majority vote, recommend a deduction of the stipend of the Chief Electoral Officer to the VP Finance.
 - a) The Chief Electoral Officer may appeal any deduction to his/her/zir stipend to the Stipend Appeals Committee.
- 3) The Society shall provide the Chief Electoral Officer with a cell phone during election, by-election, and referenda periods.

Commissioners

- 1) In recognition of services rendered, commissioners shall receive a stipend.
 - a) It may be for up to sixty (60) hours of work during any election period.
 - i) The Board may increase the maximum number of work hours eligible for stipend allotment following a request by the Chief Electoral Officer.
 - b) Disbursed biweekly
 - c) Calculated at an hourly rate equivalent to that of the faculty and at-large representatives of the Board.
- 2) Should any Commissioner fail to fulfill his/her/zir duties, the Chief Electoral Officer may make a binding recommendation that the VP Finance deduct a portion of that commissioner's stipend of a value no greater than 100\$.
 - a) A Commissioner may appeal any such deduction to the Stipend Appeals Committee.

RX – Elections and Referenda

Campaigns

- 1) No campaigning shall occur until the Chief Electoral Officer officially opens the campaign period.
- 2) No Society, Faculty Student Union, Departmental Student Union, Constituency Group, or Club mailing list or database information shall be used to distribute campaign materials.
- 3) No campaign materials or activities, irrespective of where or how those campaign materials are distributed or activities held, shall attack the person of any other candidate.
- 4) Campaigning is not permitted during the voting period.

Referenda

- 1) Referenda campaigns must be approved by the Chief Electoral Officer.
 - a) Only one 'for' campaign and one 'against' campaign will be approved.

Debates

- 1) The Independent Electoral Commission shall organize and promote at least one all-candidates debate during the campaign period at each of the Surrey and Burnaby campuses, and, if possible, at the Vancouver campus.

Campaign materials

- 1) All campaign materials must:
 - a) indicate their authoring candidate or campaign, and
 - b) be approved by the Independent Electoral Commission.
- 2) No campaign materials may be posted in the Women's Centre, Out on Campus Office, Food and Beverage Spaces, or in the SFSS Office Spaces.
- 3) With the exception of referenda questions, Society resources, including the time of staff and Board members, may not be used for the purposes of campaigning.

Campaign Expenses

1. The campaign budgets of any candidate may not exceed \$50 for the cost of printed materials.
 - a. The Society will reimburse this cost following the election.
2. The budget for any referendum campaign shall be \$300 for the cost of printed materials.
 - a. The Society will reimburse this cost following the election.

Campaign Infractions and Appeals

- 1) The Independent Electoral Commission shall adjudicate all disputes regarding any breach of election, by-election, and referendum bylaws and policies by the candidates or campaigns on the basis of those bylaws and policies.
- 2) Complaints must be communicated to the Independent Electoral Commission in writing.

- 3) Where an infraction is discovered by the Independent Electoral Commission or where a complaint is lodged the Independent Electoral Commission shall:
 - a) begin the adjudication process within one business day of receiving a complaint.
 - b) invite the candidate(s) or campaign in question to speak on their own behalf.
- 4) The Independent Electoral Commission shall:
 - a) determine, on the basis of the evidence provided, whether or not an infraction was committed,
 - b) determine the penalties for any infractions,
 - c) communicate its decision to the candidate(s) or campaign in writing within two business days of the hearing, and
 - i) include that written record within the Election Report.

Appeals

1. A complainant may appeal a decision of the Independent Electoral Commission to the Independent Electoral Commission where:
 - a. an intention to appeal a decision is provided to the Chief Electoral Officer, in writing, within two business days of the original decision, and
 - b. new evidence is available.
2. The Independent Electoral Commission shall have the right to reject an appeal application that is deemed frivolous or invalid.

Voting

Ballots

1. The Independent Electoral Commission shall be responsible for designing the ballots.
2. Ballots shall only refer to a candidate by name.

Online Voting

1. Links to electronic ballots must be sent to all eligible student voters by email, and posted on all Society web-based communication tools, as well as the Independent Electoral Commission website.

Tabulation of Votes

1. Online votes shall be tabulated as soon as possible
2. The unofficial results shall be promptly announced in a public location and posted on the Independent Electoral Commission website.
3. The Independent Electoral Commission may approve a maximum of three (3) scrutineers by lottery to observe the tabulation of the vote on behalf of all candidates.

Election Reporting

1. The Chief Electoral Officer shall submit a written report of the official election results and referenda outcomes to the Board of Directors for ratification.
 - a. Any outstanding appeals to the Independent Elections Commission must be submitted prior to the ratification of election results.

2. The Chief Electoral Officer shall provide a written report of the official election results and referenda outcomes to the Finance Office before the start of the following semester.
3. The Chief Electoral Officer shall create and present a comprehensive election report to the incoming Board within the first month of his/her/zir taking office. The report shall contain the following:
 - a. The official results of the election and referendum questions
 - b. A financial statement outlining the cost of the election
 - c. A summary of all relevant issues arising from the election
 - d. Suggestions for improvement of future elections
 - e. Any other relevant information deemed necessary



Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

Name

Position

Date

Type of Request New Policy

Revision

Policy Reference Number

Organizational Need

Any policy creation or change should result from a need not currently being met by the current policy manual. Provide the context that prompted this request.

Policy Proposal

Provide the proposal you are submitting to the Committee for Policy Review.

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy proposal as the best available option for catering to that need.

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the email generated when you submit this form.