



# SFPIRG BOARD OF DIRECTORS 2019 NOMINATIONS PACKAGE

## ABOUT SFPIRG

The Simon Fraser Public Interest Research Group (SFPIRG) is a student-based campus resource centre dedicated to social and environmental justice. We promote critical thinking through education, action, and research.

We support groups and individuals by providing resources, training and other opportunities for skills development. Our mission is to work toward a just, sustainable and meaningful world and we use consensus decision making as the basis of our work. SFPIRG has its own constitution and bylaws and is a registered non-profit organization, with its own Board of Directors.

## VALUES

SFPIRG values: intersectional anti-oppression; body sovereignty and diversity; indigenous sovereignty and decolonization; self-representation, self-determination, and empowering student and community leadership; inclusive and accessible space to build community on campus; accountability, integrity, wholeness and healing; sustainability; and respectful communication. Check our website or come by the office for a full explanation of our values.

## SOME SFPIRG HISTORY

Public Interest Research Groups (PIRGs) were initiated by American consumer activist Ralph Nader and they began organizing on American and Canadian university campuses in the 1970s. The PIRG at SFU was created by students in 1981 through a cross-campus referendum and was originally called BC PIRG. Currently, there are PIRGs at university campuses in Ontario, Quebec, Nova Scotia, Alberta and British Columbia. BC has four PIRGs - SFPIRG at Simon Fraser University, VIPIRG at the

University of Victoria, PGPIRG at the University of Northern BC (in Prince George), and KPIRG at Kwantlen Polytechnic University (in Surrey).

Over the years, SFPIRG has grown into an established organization that provides students with a place to apply their knowledge in their personal lives and in the community at large.

## **SFPIRG MEMBERSHIP**

SFPIRG is a student-funded non-profit organization, autonomous from both the University and the Student Society. We receive \$3 each semester from each full time student and \$1.50 from each part time student. Therefore, after paying their student fees, all students are members of SFPIRG and can use the resources available through our office. Non-students can also become (associate) members of SFPIRG and get involved with us. We realize that not everyone believes in the goals of SFPIRG so we do offer students the ability to revoke their membership. We offer a fee refund period the 4th week of each semester.

## **VOLUNTEERS**

Volunteers are involved at all levels of SFPIRG, from project coordinators, Action Group members, library volunteers, Board members, bicycle mechanics, researchers, committee members, design assistants and more!

## **CONSENSUS DECISION MAKING**

SFPIRG uses consensus decision making as a basis for our work. It is a philosophy that works to include everyone's input into decision making processes. We also offer workshops on consensus and how to run effective meetings.

# MORE DETAILS ON THE BOARD OF DIRECTORS

## WHAT DOES THE SFPIRG BOARD DO?

The SFPIRG Board of Directors can legally be comprised of between 3 and 9 individuals, but the minimum target is 7. Most often, Board members are students from SFU, but staff, faculty and community members are also encouraged to apply. A maximum of 2 members of the board can be non-students. SFPIRG works as a non-hierarchical organization.

The role of the SFPIRG Board is to:

- support the work of SFPIRG's Projects, Action Groups, and Committees
- be part of the planning, visioning and setting of priorities for the organization
- be responsible for the society as defined by the Societies Act and the SFPIRG constitution
- be the employer as defined by the Collective Agreement with CUPE
- work collectively with the staff to oversee the work of the organization

Board members cannot receive any remuneration for their work with SFPIRG.

## WHAT KIND OF SKILLS OR EXPERIENCE WOULD BE AN ASSET?

- able to work well and communicate within a volunteer based, grassroots, non-profit setting
- have experience with consensus decision making
- have experience with drafting policy
- have conflict resolution skills
- experience working with student and/or community groups

## YOU CAN GAIN Skills:

Many skills can be gained or improved through your participation on the Board. These include:

- consensus decision making
- successful meeting facilitation
- administrative and computer skills
- education on various social and environmental justice issues
- non-profit organizational skills
- financial management skills

## INCLUSION & ACCESS IS A PRIORITY AT SFPIRG

SFPIRG is working towards inclusiveness in its membership at all levels particularly the Board. We encourage people from under-represented groups on campus as well as people with a strong anti-oppression analysis to put forth a nomination. These include, but are not limited to women, people of colour, people with dis/abilities, queer and trans folk, and others who face systemic barriers to full participation.

## HOW MUCH TIME IS REQUIRED?

The Board requires a time commitment, which sometimes varies from week to week, but generally looks like:

- 3-5 hours a week
- at least one year on the Board

- One 2 hour meeting or training every other week (must be able to stick to a 'fixed' meeting schedule, which changes at the beginning of every semester).
- Participation in at least one committee

## COMMITTEE WORK

Committees are also part of the ongoing work of each Board member.

Our current Committees are:

- **Policy** – responsible for creating and reviewing organizational policies in a wide range of areas, and developing actions to create a more accessible and inclusive environment.
- **Human Resources** – responsible for creating and reviewing policies related to employment and staffing, including hiring, appraisals, Collective Agreement, and more.
- **Finance** – responsible for creating and reviewing financial policies and budgets, and allocating our grants budget to community and campus social justice initiatives.

## OTHER BOARD RESPONSIBILITIES

*Fiduciary Duties:*

- **Skill:** In carrying out their obligations, Board members are expected to use an appropriate degree of skill. This means using the skills each Board member has to make competent decisions on behalf of the organization.
- **Diligence:** Board members are expected to attend meetings and to become as fully informed as possible regarding all aspects of SFPIRG operations, including any issues that affect SFPIRG.
- **Loyalty:** Board members must act with honesty and in good faith in what they reasonably believe to be the best interests of SFPIRG. Board members must act with loyalty at all times. Loyalty includes:
  - **Honesty:** disclosing benefits and threats to the organization.
  - **No Conflict of Interest:** Board members cannot place themselves in a situation where their duty as a Board member conflicts with their interest or with their duty to others.
  - **No Self-Dealing:** Board members may not profit in any way from their relationship with the organization and should not enter into contracts with it.
  - **Confidentiality:** Board discussions and internal workings of the organization must be kept confidential.

Further, SFPIRG board members are expected to communicate respectfully with each other, staff members, volunteers, members of the electorate and the greater community. They are expected to represent SFPIRG in a fair and accurate manner at all times, and clearly distinguish their own opinions from those of SFPIRG. Board members are not to express opinions on behalf of the organization unless specifically given leave to do so.

## ONCE YOU BECOME A BOARD MEMBER, YOU ARE ALSO RESPONSIBLE FOR THE FOLLOWING:

- Abiding by SFPIRG constitution and bylaws, policies and the collective agreement signed with SFPIRG's unionized staff.
- Fulfilling your committee responsibilities.
- Preparing for meetings, which means being aware of the agenda, reading correspondence, email and preparing for the meeting ahead of time.

- Communicating reasons for meeting absences.
- Acting in accordance with the principles of consensus decision-making.

## **YOU ARE ALSO REQUIRED TO BE FAMILIAR WITH SFPIRG'S:**

- Action Groups, Projects and Committees
- Mission Statement
- Diversity and Access Policy
- Collective Agreement
- Constitution and Bylaws
- Budget and Financial Statements
- Policy Package

# HOW TO GET INVOLVED:

## NOMINATIONS AND ELECTIONS INFO

### OVERVIEW:

If you are interested in being on the SFPIRG Board, you will need to fill out a nomination form and submit it to SFPIRG's Electoral Officer (EO) by **Monday, March 11<sup>th</sup> at 4pm**. You will need to get signatures of 10 active members (SFU students or associate members) and answer some questions about why you want to be on the Board. There are up to nine positions on the Board. If more than nine people are interested in being on the Board, we will be holding an election for the positions in March. If elections are held, the answers to the above-mentioned questions will be available to members during the election process.

### 2019 ELECTION TIMELINE

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#### **Nominations Open:** *Monday, February 25<sup>th</sup>*

- Nominations packages and forms will be available by email via the Electoral Officer, on our website, and in the office.

#### **Nomination Information Meeting:** *Thursday, February 28<sup>th</sup>, 12:30-2:30pm-- DROP IN ANY TIME*

- Come out if you are interested in being on the Board to find out more about what is involved, including more about SFPIRG, board responsibilities & time commitment, the nominations procedure and other information.
- Anyone interested is strongly recommended to attend this meeting.

#### **Nominations Close:** *Monday, March 11<sup>th</sup> at 4pm*

- All nominations must be submitted to the SFPIRG Office (TC326) or by email to [eo@sfpirg.ca](mailto:eo@sfpirg.ca) by 4pm in order to be considered for eligibility.
- Nominations will *not* be accepted after 4pm.

*There are up to nine positions on the board. If there are more than nine people interested, then elections will be held and the below dates and events will go ahead.*

#### **Candidates Meeting (SFPIRG office):** *Wednesday, March 13<sup>th</sup>, 12:30-2:30pm*

- *All candidates are required to attend. Extenuating circumstances will be considered by the EO, in advance of the meeting.*
- An overview of the process, election guidelines and answering of questions.
- Candidates may start to submit their campaign material at this time. Campaign material can be submitted directly to the EO or to the SFPIRG office.

#### **Campaigning can begin:** *Thursday, March 14<sup>th</sup>*

- The EO will arrange for a collective candidates poster that will be distributed starting on this date.
- *No campaigning is permitted before this time.* Any candidate who does not comply will be disqualified.

- All campaign materials must be approved by the EO prior to being made public.
- Full campaigning guidelines are later in this package.

**Campaigning ends:** *Tuesday, April 2<sup>nd</sup> at 12:01 am.*

**Voting:** *Tuesday, April 2<sup>nd</sup> starting at 12:01 am running until Thursday April 4<sup>th</sup> at 11:59pm.*

- Ordinary member voting will be done online,
- Associate member voting will be done in-office, 10:30am – 4:30pm
- No campaigning is permitted at this time.

**Results:** Will be posted on the SFPIRG website within 48 hours of the closing on the polls.

## QUESTIONS?

Contact the Electoral Officer, [eo@sfpirg.ca](mailto:eo@sfpirg.ca)

# 2019 SFPIRG Board of Directors Election Rules and Guidelines

## Nomination Eligibility

Acceptance of a nomination by the EO does not guarantee the eligibility of a candidate. If, at a later point in time, a candidate is found to be ineligible, that candidate will be disqualified.

In order to be eligible to be an SFPIRG Board member, nominees must be current members in good standing of the Simon Fraser Public Interest Research Group. Members in good standing are ordinary members, which are (from Bylaw 2.1a) “all registered Simon Fraser University (undergraduate and graduate) students who pay a membership fee to the Society” who have not opted out of the SFPIRG fee; and all current associate members (non-SFU students who have paid their annual membership fee). As per Bylaw 2.4b), only two positions are available to associate members on the SFPIRG Board. SFU students in their final semester during the elections period (who will not continue to be enrolled as students for the following year) are designated as associate members.

## Candidates Meeting

The Electoral Officer shall call a candidates’ meeting at the close of nominations, in order to clarify election procedures and requirements. The meeting is mandatory for all candidates. Other meetings may be called by the Electoral Officer, as needed.

## Regulations for Candidate Electioning

Candidates may begin campaigning 3 days after the close of nominations.

Candidates who wish to withdraw their candidacy must do so within 48 hours of the end of the nomination period.

Candidates in breach of any of the following rules or guidelines will be subject to disqualification and/or alternate consequences deemed appropriate by the Electoral Officer.

## *Campaign Materials*

No candidates will be permitted to produce their own posters to post on campus. Instead, the Electoral Officer will arrange for the production of a collective candidate poster. Candidates who wish to do so may submit an appropriate photo and a write-up of approximately 200 words to go into a collective campaign poster for all candidates.

In order to inform members, candidates’ answers to a set of standard questions will be available to members. (*See Nomination form for questions.*)

Photos, bios and answers to the questions shall be, at minimum, posted on the SFPIRG Elections website and shall be displayed outside the SFPIRG offices.

The order of appearance of the candidates’ information will be chosen at random.



Candidates may promote themselves via other means, including leafleting and banners.

Candidates shall be allowed to hang a maximum of two approved banners in designated places on campus as well as to produce approved leaflets to distribute on campus. All University regulations must be followed. Campaign materials for the distribution to individuals must be handed directly to individuals.

The use of email or other online methods (including websites, facebook, blogs and twitter) to promote individual candidates is prohibited. Any person, including candidates, may use these electronic means to promote the election in general, including providing a link to the SFPIRG Elections website with more information on each of the candidates.

Candidates found in violation of these rules will be disqualified.

### *CAMPAIGN EXPENSES*

Since publicity will be taken care of by the EO in the form of a collective candidate's poster, candidates will not be given an individual campaign allowance. However, if a candidate feels that there is another form of publicity they would like to use, they may contact the EO to discuss costs and receive permission. A maximum of \$20 may be spent on campaign materials. The costs will then be reimbursed by SFPIRG to the candidate after the election period, providing that expense records and receipts are received by the EO by a deadline determined by the EO. In-kind donations must be included in the \$20 allowance.

### *MATERIAL REMOVAL*

All personal promotional campaign material must be removed by 12:01 am the first day of the polling. Failure to do so may result in disqualification.

## **ELECTIONS**

As per Bylaw 7.1(a) "Except for cases when positions on the board are not contested, elections shall take place yearly." If there are more than 9 accepted nominations for the Board, the EO shall organize an election. If there are 9 or less accepted nominations, then the Board members shall be acclaimed to their positions.

Up to two positions on the Board are available to associate members (as per Bylaw 2.4(b)). If there are 9 or less accepted nominations, but more than 2 who are associate members, then an election shall still be held for associate member positions. In this case the ordinary member nominees shall be acclaimed.

If there are more than 9 accepted nominations for the Board, and an election held, only two associate members shall be voted in. In the case that more than two associate members are within the top nine, then the top two associate member nominees that get the most votes will gain positions on the board, and the next top ordinary member candidate(s) will be given the remaining position(s).

## **VOTING**

All voting members may vote for both ordinary and associate member candidates. Each voting member will have the opportunity to vote for up to a maximum of nine candidates. The top nine

nominees who receive the most votes shall be considered elected to the Board.

## VOTING OPTIONS

The Board has chosen balloting via electronic online voting, or in-person ballot voting at the SFPIRG offices for associate members.

### ONLINE VOTING

Polling shall be conducted online via SFU's authenticated web survey system. If associate members are not able to vote via this or another authenticated web survey system, then they will be able to vote via in-person balloting.

### IN-PERSON BALLOT VOTING

#### *POLLING STATION ATTENDANTS*

Two people per polling station shall be hired and will oversee that polling station for the duration of polling. Polling station attendants must ensure that the voting booth is clean and free of campaign materials and must make sure ballots are on hand.

#### *POLLING*

All voting members must show eligibility to vote. As stipulated by bylaw 7.5 (c) "The voting period shall be no less than sixteen (16) hours over no fewer than two (2) days..." And by bylaw 8.3 (b) "Voting shall take place at polling stations across campus, or in any other places and ways deemed appropriate by the board."

#### *CASTING BALLOTS*

Voting shall be by secret ballot. Ballot boxes shall be used and shall be sealed during the polling period. Outside of polling hours, ballot counting and until all appeals have been concluded, the ballot boxes shall be in the custody of the Electoral Officer.

Waivers shall be provided at each polling station that outline needed accommodations for students with visual impairments. In the case that a student with a visual impairment wishes to vote, the student may vote via an assistant who must sign the waiver provided. That waiver must be submitted to a polling station attendant to be kept on file until the ballots are destroyed.

#### *SCRUTINEERS*

Candidates for the Board are entitled to have scrutineers present during voting hours and during the counting of the ballots.

## POSTING OF RESULTS

The Electoral Officer shall post the results of the election within 48 hours after the closing of the polls on the SFPIRG elections website.

## APPEALS

The members of the incumbent board who have not been nominated in the election shall constitute an

appeal board for: the decisions of the Electoral Officer as to the eligibility of nominees; and for complaints from any member. Appeals must be filed with a member of the appeal board within four days after the close of polling. Appeals must outline the nature of the complaint and be signed by the member submitting it.

After a hearing, the appeal board may order a new election to be held or make any such order as it deems necessary; its decision shall be final. If there are no incumbent board members, then the EO shall form a committee of three SFPIRG volunteers or previous board members who will constitute an appeal board.

## RESULTS

In advance of balloting, the EO may advise voters of how the votes are to be counted; however, after the counting is complete, the number of votes received by each candidate shall not usually be publicized. The EO, Board, and candidates shall see the full voting results in order to ensure that the election was properly counted, and any candidate may call for one recount before the announcement of the results. The names of elected candidates shall be announced in alphabetic or random order, and the election shall be declared closed.

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# SFPIRG BOARD of DIRECTORS NOMINATION FORM

Deadline for Nominations is **Monday, March 11<sup>th</sup> at 4pm.**

For more information or further questions, please contact Electoral Officer, [eo@sfpirg.ca](mailto:eo@sfpirg.ca)  
Please fill out this form and submit it to SFPIRG at TC326 or by email to [eo@sfpirg.ca](mailto:eo@sfpirg.ca) by the published deadline.

Nominees must be members in good standing.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student number (if applicable): \_\_\_\_\_

Member type (please circle):                      Student                      Associate Member

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I have read and understand SFPIRG's constitution and bylaws, policies, mandate, and the responsibilities of being a board member. I agree to abide by these and wish to put myself forth as a nominee for the board.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Please submit a candidate statement to [eo@sfpirg.ca](mailto:eo@sfpirg.ca) for use in election materials: (200 words max)**

**3. Please also submit answers to the below questions to [eo@sfpirg.ca](mailto:eo@sfpirg.ca):**

- Why do you want to be a board member of SFPIRG?
- Have you read and do you agree with and commit to abiding by SFPIRG's values, policies and mandate?
- What plans do you have for your term on the SFPIRG board?
- What do you understand social and environmental justice to be?
- What social and environmental justice issues are you passionate about?
- What life experiences do you have that will contribute to your work as a board member of SFPIRG and the diversity of the organization?
- Are you aware that SFPIRG is a pro-choice and queer-positive organization and believes that people have a right to be and choose their own gender?
  - Are you comfortable, as a board member, in upholding these values?

**4. Please email a photo (300 dpi, jpg preferred) to [eo@sfpirg.ca](mailto:eo@sfpirg.ca) to include in the poster and on the website.**

# NOMINATION SIGNATURES

**Nominees must submit to SFPIRG the name, student number and signatures of 10 members in good standing approving their nomination.**

With my signature below, I declare my nomination for *[candidate name]*

\_\_\_\_\_.

I further certify that my membership in SFPIRG is in good standing.

*A member in good standing is an SFU student who is currently enrolled at SFU and has not requested a fee refund from SFPIRG and a community (associate) member who has paid their fee within the current academic year (September 2018-August 2019).*

Name	Student Number (or indicate "AM" for Associate Member)	Signature
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		