

# BOARD MEETING AGENDA

UBC Students' Union Okanagan, Local 12 British Columbia Federation of Students  
Board of Directors Meeting, April 14, 2021, Virtual Call

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15:00 – CALL TO ORDER

## Directors Present

President (meeting chair).....	Ali Poostizadeh
Vice-President Finance & Operations.....	Abid Wahab
Vice-President External.....	Taylor Dotto
Vice-President Internal.....	Tashia Kootenayoo
Vice-President Campus Life .....	<i>vacant</i>
Director at Large.....	Kai Rogers
Director at Large.....	Jakson Pashelka
Director at Large.....	Taha Ilyas
Director at Large.....	Rohan Dabral
Faculty of Arts and Social Sciences Representative .....	<i>vacant</i>
Faculty of Creative & Critical Studies Representative .....	Sage Cannon
Graduate Studies Representative .....	Cassidy Wallis
Faculty of Science Representative.....	Arshdeep Purba
Faculty of Management Representative .....	Mohana Rambe
Faculty of Applied Science Representative .....	Richardo Brown
Faculty of Health & Social Development Representative.....	Naomi Maldonado-Rodriguez
Faculty of Education Representative .....	<i>vacant</i>
Board of Governors Representative ( <i>ex-officio</i> ) .....	Jassim Naqvi
Senate Caucus Student Representative ( <i>ex-officio</i> ).....	Rhys Herzberg

## Directors Absent

## Staff Present

General Manager.....	Lori Stevenson
Advocacy & Governance Coordinator .....	Sarah Furgason

**1. ACKNOWLEDGEMENT OF TERRITORY**

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

**2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

21/04/14.01 MOTION

/

Be it resolved that the agenda be adopted.

**3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

21/04/14.02 MOTION

/

Be it resolved that minutes of the meeting held March 17, 2021 be adopted.

**4. PRESENTATIONS**

**4.1 MNP**

**4.2 RBC Dominion Securities**

**4.3 CoreMatters**

**5. COMMITTEE BUSINESS**

**5.1 Executive Committee**

21/04/14.03 MOTION

/

Be it resolved that the minutes of the meeting held April 7, 2021 be adopted.

**5.2 Finance Committee**

21/04/14.04 MOTION

Wahab/

Be it resolved that the minutes of the meetings held March 2, 15, and April 8, 2021 be adopted.

21/04/14.05 MOTION

Wahab/

Be it resolved that \$60,000 from the Student Health and Dental SUO Health Initiative line be contributed to SUO Needs Based Grants.

### 5.3 Policy Committee

21/04/14.06 MOTION

Kootenayoo/

Be it resolved that the minutes of the meeting held March 11, 2021 be adopted.

### 5.4 Campus Life Committee

21/04/14.07 MOTION

/

Be it resolved that the minutes of the meeting held March 25, 2021 be adopted.

### 5.5 Campaigns Committee

21/04/14.08 MOTION

Dotto/

Be it resolved that the minutes of the meeting held April 7, 2021 be adopted.

### 5.6 Oversight Committee

### 5.7 Graduate Student Committee

21/04/14.09 MOTION

Wallis/

Be it resolved that the Graduate Student Committee honoraria be disbursed as follows, in accordance with motion 20/11/30.18:

Name	February 22	March 8	March 22	Total
Anne Claret	Present	Present	Present	150
Rina Garcia	Present	Present	Present	150
Ben Wiltshire	Present	Present	Present	150
Maya Pilin	Present	Present	Present	150
Kirthana Ganesh	Present	Present	Present	150
Nibirh Jawad	Present	Present	Present	150

### 5.8 Resource Centre Advisory Committee

21/04/14.10 MOTION

/

Be it resolved that the minutes of the meeting held March 23, 2021 be adopted.

21/04/14.11 MOTION

/

Be it resolved the Resource Centre Advisory Committee report be adopted as attached.

### 5.9 Electoral Committee

21/04/14.12 MOTION

/

Be it resolved that the 2021 General Election Report be adopted as attached.

21/04/14.13 MOTION

/

Be it resolved that the 2021 General Election nomination forms be destroyed.

21/04/14.14 MOTION

/

Be it resolved that the minutes of the meetings held February 24 and March 1, 3, 4, and 30, 2021 be adopted.

## **6. REPORT ON UNIVERSITY RELATIONS**

### **6.1 Board of Governors**

### **6.2 Senate**

### **6.3 Other University Committees**

## **7. OLD BUSINESS**

## **8. NEW BUSINESS**

21/04/14.15 MOTION

/

Be it resolved that the SUO create a full-time, permanent Communications Coordinator position.

## **9. INFORMATION ITEMS**

### **9.1 Oversight Committee Regulation**

### **9.2 Next Board Meeting Date**

## **10. ADJOURNMENT**

# FINANCE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC  
Finance Committee Meeting, MARCH 2, Virtual Call

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Meeting called to order at 13.02

## Committee Members Present

Vice-President Finance (meeting chair)..... Abid Wahab  
Director-at-Large..... Rohan Dabral  
General Manager..... Lori Stevenson  
Finance Manager..... Leanne Smailes  
President ..... Ali Poostizadeh  
Director-at-Large..... Taha Ilyas

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. ADOPTION OF AGENDA

21/3/2      MOTION  
Be it resolved that the agenda be adopted.  
Moved:  
Seconded:  
**CARRIED**

### 3. PRESENTATIONS

### 4. OLD BUSINESS

### 5. NEW BUSINESS

### 6. INFORMATION ITEMS

#### 6.1 SUO Budget Surplus, Awards, and Capital Modifications

Wahab presented the SUO budget surplus document along with projections of where the budget will stand end of May. Wahab requested what the FC members thought was an appropriate reserve ratio. Smailes provided input on how much to maintain in the reserves and how much to disburse. All members provided input on what to prioritize. Poostizadeh

commented on UBC's plans. Consensus was reached that the SUO should contribute portions of the surplus to bursaries, financial aid, scholarships, and capital items.

## **7. ADJOURNMENT**

Meeting adjourned at 13.53.

# FINANCE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC  
Finance Committee Meeting, MARCH 15, Virtual Call

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Meeting called to order at 12.03.

## Committee Members Present

Vice-President Finance (meeting chair)..... Abid Wahab  
Director-at-Large..... Rohan Dabral  
General Manager..... Lori Stevenson  
Finance Manager..... Leanne Smailes  
President ..... Ali Poostizadeh

## Committee Members Absent

Director-at-Large..... Taha Ilyas

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. ADOPTION OF AGENDA

21/3/15      MOTION  
Be it resolved that the agenda be adopted.  
Moved: Lori  
Seconded: Ali  
**CARRIED**

### 3. PRESENTATIONS

### 4. OLD BUSINESS

### 5. NEW BUSINESS

### 6. INFORMATION ITEMS

#### 6.1 SUO Budget Surplus

Wahab presented the updated SUO Budget Surplus proposal document, the document included plans to contribute funds to bursaries, endowments, scholarships, food initiatives, and capital item projects. Discussions took place with all committee members present. Poostizadeh

provided updates from the UBC Administrative side. Smalles commented on how the payment systems would be set up. Stevenson commented on the logistics of all the endowments. All discussed and agreed that a 50:50 reserve ratio was the most suitable.

**6.2** YTD Financials

Wahab presented the YTD financials and reviewed the SUO business operations.

**7.** ADJOURNMENT

Meeting adjourned at 1.28pm.



# FINANCE COMMITTEE MEETING AGENDA

Students' Union Okanagan of UBC  
Finance Committee Meeting, APRIL 8, Virtual Call

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Meeting called to order at 12.04.

## Committee Members Present

Vice-President Finance (meeting chair)..... Abid Wahab  
Director-at-Large..... Rohan Dabral  
General Manager..... Lori Stevenson  
Finance Manager..... Leanne Smailes  
President ..... Ali Poostizadeh

## Committee Members Absent

Director-at-Large..... Taha Ilyas

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. ADOPTION OF AGENDA

21/4/8      MOTION  
Be it resolved that the agenda be adopted.  
Moved: Rohan  
Seconded: Lori  
**CARRIED**

### 3. PRESENTATIONS

### 4. OLD BUSINESS

### 5. NEW BUSINESS

### 6. INFORMATION ITEMS

#### 6.1 YTD Financials

Wahab presented the March 31<sup>st</sup> YTD financials. Smailes noted the highlights from the financials. Notable highlights included higher Membership fee revenues than projected. Wahab and Smailes noted that there is avenue for greater contribution to the Needs based grant through

moving the budgeted Covid funds from SH&D. All were in favor of recommending an additional contribution to the board.

**6.2** SUO Investments Presentation

Stevenson noted that RBC Dominions will be presenting a quarterly investment update on the SUO investments next board meeting. Logistics were discussed.

**7.** ADJOURNMENT

Meeting adjourned at 12.32pm.

# POLICY COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Policy Committee Meeting, March 11<sup>th</sup>, 2021, Virtual Call

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11:00 AM – CALL TO ORDER

## Committee Members Present

Vice-President Internal (meeting chair) ..... Tashia Kootenayoo  
Board of Governors Representative (*ex-officio*) ..... Jassim Naqvi  
Student-at-Large ..... Fatima Al-Roubaiai  
Director-at-Large ..... Kai Rogers  
General Manager ..... Lori Stevenson  
Membership Outreach Coordinator ..... Izzy Rusch  
Director-at-Large ..... Jakson Pashelka  
Advocacy Governance Coordinator ..... Sarah Furgason  
Faculty of Science Representative ..... Arshdeep Purba

## 1. ACKNOWLEDGEMENT OF TERRITORY

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## 2. ADOPTION OF AGENDA

## 3. PRESENTATIONS

### 3.1 Student Association Regulation Proposal

Kootenayoo and Rusch co-presented the regulations.

The committee reviewed and made amendments as need be.

## 4. OLD BUSINESS

### 4.1 Housekeeping of Media Fund

Kootenayoo asked the Committee if there was research we wanted to conduct and amend the regulation further.

Naqvi discussed the long-term sustainability of the Media fund itself and the SUOs need to expand this regulation if they continue to collect the fee. Rogers provided an update on the TOR and discussed that the first step is amending those.

Stevenson agreed and added that regulation change would follow later.

Kootenayoo to send out a doodle poll for meet with Media Fund recipients and committee.

#### **4.2 Board of Governors and Senate Elections**

Naqvi led the discussion on the lack of regulation governing the BOG and Senate Elections. He pointed out the importance of highlighting these elections to further involve students in the University government structures.

Rogers questioned whether the SUO had the capacity to facilitate these elections and wondered if it was the Students' Union would be financial responsible or if the University would cover the costs associated with running/organizing an election.

Al-Roubaiai asked about the costs of elections and what it would need to occur to take on this responsibility.

Stevenson discussed the difference in these two distinct structures (Senate and SUO) and the confusion of hosting two separate elections at the same time would pose for our membership. She highlighted the cost of the CRO and promotion in our own elections and how UBC would have to pay for that if they wanted us to host their elections.

Rogers built on that by highlighting issues of over saturation for membership and pointed out the AMS past elections demonstrated issues of running UBC elections.

Kootenayoo discussed the AMS example as they took on these elections through a mere Board of Directors resolution which meant this past year when they decided to no longer host the responsibility it was a motion and did not reflect the interest of the student body at large. As such, it means taking on these elections is not as easy we past thought in September.

Naqvi pointed out that students suffer with the lack of involvement in Senate and Board of Governor elections. He argued it is the responsibility of the SUO to ensure student voices are represented at all levels.

Additionally, he agreed a transition would take time and would need various election procedures but would be beneficial for students.

Kootenayoo tabled the discussion.

### **5. NEW BUSINESS**

### **6. INFORMATION ITEMS**

#### **6.1 Roundtable**

Stevenson discussed the Oversight Committee meeting and their review of the regulations pertaining to their mandate.

Rogers will make a proposal to change the review of executive structure.

### **7. ADJOURNMENT**

# CAMPUS LIFE COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Campus Life Committee Meeting, March 25, 2021, Zoom

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10:05 – CALL TO ORDER

## Committee Members Present

Campus Life Coordinator (meeting chair) .....	Joe Haugen
Vice-President Finance .....	Abid Wahab
Graduate Student Representative .....	Cassidy Wallis
Student-at-Large .....	Laavanya Prakash
Incoming Vice-President Campus Life .....	Jakson Pashelka
Membership Outreach Coordinator .....	Izzy Rusch
Well Pub Manager .....	Mike Ouellet
Wellbeing Specialist .....	Melissa Feddersen
Manager, Student Engagement .....	Liz Hilliard

## Members Absent

Vice-President Internal .....	Tashia Kootenayoo
Student-at-Large .....	Bardia Yasari
Student-at-Large .....	Sarah Bradley
Student-at-Large .....	Jose Carvalho
Senior Manager Student Experience Office, Academic Advising .....	Phil Bond
Manager, Orientation and Transition .....	Stefanie Allen

## 1. ACKNOWLEDGEMENT OF TERRITORY

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## 2. INFORMATION ITEMS

### 2.1 March is Nutrition Month

#### Meal Kit Giveaway

Haugen shared the success from the last meal kit giveaway and the positive reception of the expanded giveaway from today. He hopes to continue this initiative for next winter term.

## 3. NEW BUSINESS

### 3.1 Minari Film Screening

Haugen spoke about the possibility of procuring an online screening of the Oscar nominated film Minari. A semi-autobiographical take on a family of

South Korean immigrants who try to make it in rural America during the 1980s. He's in contact with the production company to discuss the associated costs and availability.

### **3.2** End of Term Programming

Pashelka used De-Stress for Success as an example for programming with its slate of mental health and well-being related offerings. He expanded on the idea of creating sleep and rest initiatives with resources for students that Campus Life could offer.

Wallis talked about the sleep workshop she hosted during Thrive and will reach out to the graduate psych students for more info.

Wahab offered the idea of finding meditation related resources for students to help them during finals.

Rusch suggested throwing eggs at trees (in the forest), then scream and yell as a means to decompress and relax. It was noted that the eggs are beneficial as a means of nourishment for the environment.

Hilliard mentioned that a subscription to the Calm app or related could be well received.

## **4. ADJOURNMENT**

10:35 – Meeting Adjourned

# CAMPAIGNS COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Campaigns Committee Meeting, April 7, 2021, Virtual Call

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Meeting called to order at 10:08

## Committee Members Present

Vice-President External (meeting chair) ..... Taylor Dotto  
President ..... Ali Poostizadeh  
Faculty of Health and Social Development Representative..... Naomi Maldonado-Rodriguez  
Faculty of Applied Science Representative ..... Richardo Brown  
Student-at-Large ..... Priscilla Uribe  
Advocacy & Governance Coordinator ..... Sarah Furgason

## Committee Members Absent

Faculty of Creative and Critical Studies Representative..... Sage Cannon  
Faculty of Management Representative ..... Mohana Rambe  
Student-at-Large ..... Livia Jonnatan

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. OLD BUSINESS

#### 2.1 Review of 2020/21 Campaigns

Committee members discussed the highlights and challenges of the 2020/21 campaigns.

##### 2.1.1 Open Educational Resources

Members agreed the campaign was well received and engaging.

##### 2.1.2 Take it Over Campaign

Members liked the video content provided throughout the campaign.

##### 2.1.3 Sustainability Campaign

Kootenayoo thought more promotion would have been helpful.

Brown like the idea of getting Faculties more involved in the promotion of sustainability initiatives.

Poostizadeh liked the student engagement on the water bottle share program; giving students the opportunity to be part of SUO initiatives provides valuable experience.

##### 2.1.4 Fairness for International Students

Poostizadeh acknowledged that it is difficult to engage students on this

campaign without the option for in-person interaction.

#### 2.1.5 Sexual Assault Awareness Month

Brown mentioned that he received good feedback on doing the class talks. Dotto asked what would help directors get more comfortable doing class talks.

Brown thought having a workshop on how to conduct a class talk would help board/committee members feel more comfortable doing a class talk. Maldonado-Rodriguez liked the promo for the Tea Talk event.

#### 2.1.6 Social Media Recommendations

Maldonado-Rodriguez thought there needed to be a central location for the campaigns information so that social media posts refer to additional information that can be easily found.

Uribe thought more videos (eg. IGTV) would help engage students on the topics.

Brown thought more small info posts would be good to keep people engaged (eg. Answer this question and win a small prize).

Poostizadeh said more posts letting students know when and where to find tabling will lead to an increase in engagement since students will want that in-person interaction.

Maldonado-Rodriguez added that a committee "highlight" from the year would be nice for members to see.

### 3. NEW BUSINESS

#### 3.1 Recommendations for 2021/2022 committee

Kootenayoo suggested the person in charge of social media could come to some meetings to encourage better communication.

Poostizadeh thought perhaps there could be standing meetings where the Campaigns and Campus Life committees could run either joint meetings or the chairs attend each other's meetings.

Brown liked the ice breakers at the beginning of each meeting.

#### 3.2 Questions

Ahmed asked what success the committee has had working with SVPRO on SAAM.

Kootenayoo stated that the SUO meets with SVPRO monthly and has a great working relationship. Additionally, the SUO works with SVPRO on SAAM initiatives.

#### 3.3 Closing Remarks

Dotto congratulated Kootenayoo, Uribe, and Ahmed on being elected to the 2021-22 Board of Directors and thanked the committee members for their work throughout the year.

### 4. ADJOURNMENT

Meeting adjourned at 10:57



# RESOURCE CENTER ADVISORY COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Resource Center Advisory Committee Meeting, March 23, 2021, Virtual Call

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Meeting called to order at 14:02

## Committee Members Present

Health & Social Development Representative (co-chair) ..... Naomi Maldonado-Rodriguez  
Faculty of Science..... Arshdeep Purba  
Director-at-Large..... Jakson Pashelka  
Indigenous Student Council Representative..... Hanna Paul  
Student-at-Large ..... Josie Leung

## Committee Members Absent

Vice-President Internal (co-chair)..... Tashia Kootenayoo  
Peer Support Resource Center Representative ..... Katie Del Buono  
Pride Resource Center Representative ..... Skylar Dubois  
Women's Resource Center Representative..... Taya Jardine

## Staff Present

Advocacy & Governance Coordinator ..... Sarah Furgason

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. OLD BUSINESS

#### 2.1 Environmental Scan

Committee members provided an overview of environmental scan results.

#### 2.2 Consultations

Committee members gave their findings from consultations.

### 3. NEW BUSINESS

#### 3.1 Recommendations

Committee members discussed their ideas for recommendations.

### 4. ADJOURNMENT

Meeting adjourned at 14:55

## Resource Center Advisory Committee Report

### Mandate:

1. To re-evaluate the Resource Centre spaces and structures;
2. To consult with the Equity and Inclusion Office on the space and needs of our members;
3. To make recommendations on the creation of a new Resource Center Structure;
4. To conduct an environmental scan of the processes and consultation feedback to demonstrate areas of improvement etc.

### Members:

Vice-President Internal (co-chair).....	Tashia Kootenayoo
Health & Social Development Representative (co-chair) .....	Naomi Maldonado-Rodriguez
Director-at-Large.....	Jakson Pashelka
Faculty of Science.....	Arshdeep Purba
Indigenous Student Council Representative.....	Hanna Paul
Peer Support Resource Center Representative .....	Katie Del Buono
Pride Resource Center Representative .....	Skylar Dubois
Women's Resource Center Representative.....	Taya Jardine
Student-at-Large .....	Josie Leung

### Meeting Dates:

January 18, 2021

February 26, 2021

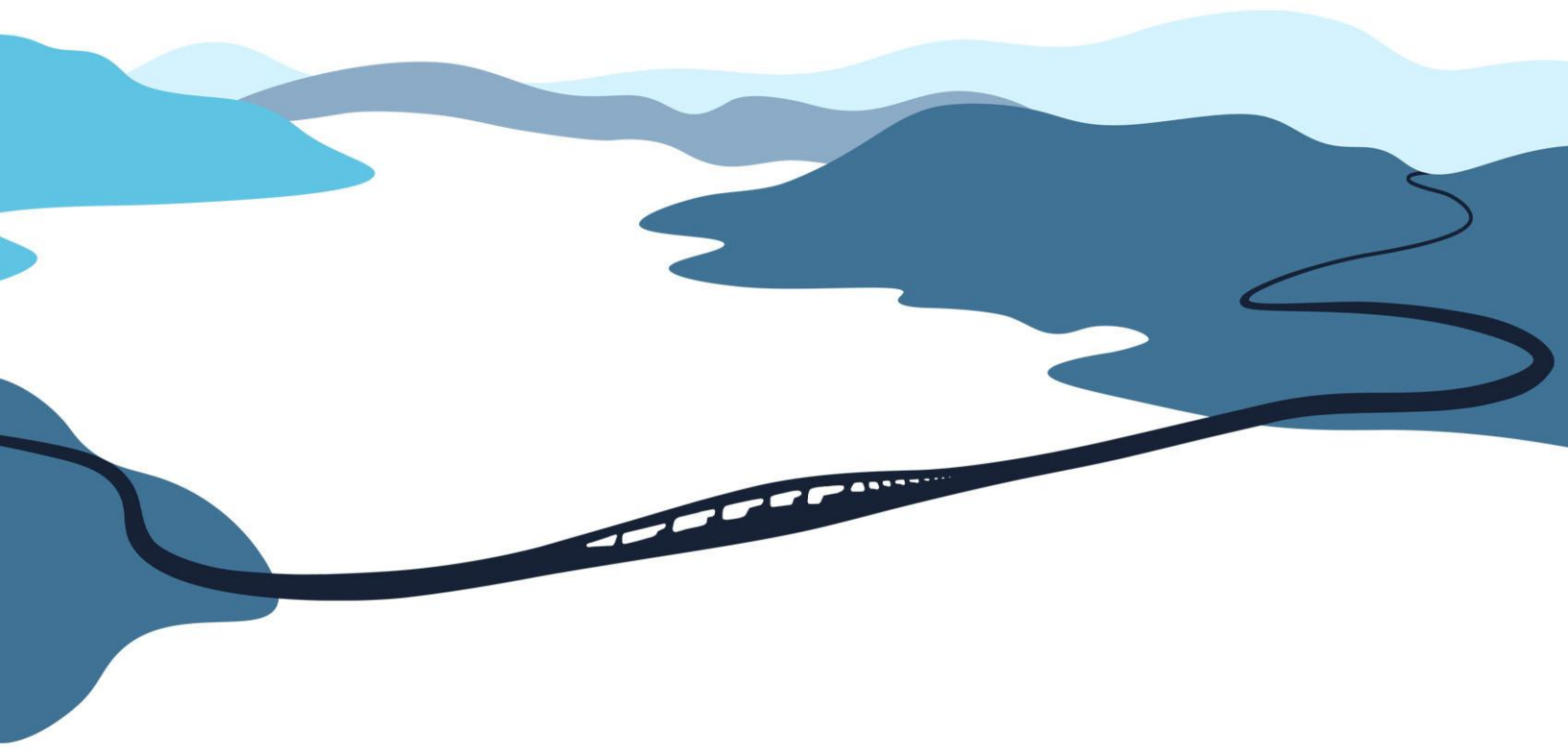
March 23, 2021

### Recommendations:

1. Acknowledging the scope and limitations of the Resource Centre Advisory Committee, an independent/external consultant should be hired to conduct an audit of equity, diversity, and inclusion (EDI) practices, procedures, and policies of the SUO and provide recommendations based on their findings.
2. The incoming board of directors, in collaboration with representatives from the Resource Centers, must define procedures for equitable honoraria allocation and distribution to Resource Centers.
3. Honoraria for Resource Centers should be provided independently from the funds allocated to the Resource Centers.
4. Recognizing the needs for better leadership transition, the incoming VP Internal will facilitate activities (e.g. team building workshop, leadership development, etc.) during orientation with incoming Resource Center team members.



**University of British Columbia Student's Union Okanagan**  
**General Election**  
**2021-2022**



March 25, 2021  
Prepared by the Chief Returning Officer  
Students' Union of UBC Okanagan  
UNC 133-3272 University Way  
Kelowna, BC V1V 1V7

March 25th, 2021

Dear Chairperson of the SUO of UBC Board of Directors,

Every year the Board is responsible for ratifying the elections report. Approval of this report makes the election results final. I submit this report as the Chief Returning Officer (CRO) with the following motions that I ask the Board to approve:

1. Be it resolved that the SUO of UBC Board of Directors approve the 2021 General Election report as submitted by the Chief Returning Officer.
2. Be it further resolved that the SUO of UBC Board of Directors approve the destruction of the nomination forms used in the 2021 General Election.

This report is to be accepted as an all or nothing package and without amendments. If the Board sees changes should be made, the report will need to be taken off the table for changes and further consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tyleigh Massey-Leclerc', written in a cursive style.

Tyleigh Massey-Leclerc  
*Chief Returning Officer*

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## **Introduction**

This report serves as official documentation for the 2021 SUO of UBC General Elections. It shall contain details of the procedures followed before the elections; the announcement of the election, the call for nominations and ensuing nomination period; the campaign period, the voting period and thereafter the announcement of the results.

It is to provide a clear report of how the elections were carried out, permitting that due process was followed to provide a free, fair and transparent election. I also hope that it serves as a template for future CROs to follow when preparing to organize an election.

This General Election follows on the heels of the 2020 By-Election - the first SUO Board of Directors Election to be carried-out exclusively online. Given the extenuating circumstances of an online learning environment in the wake of the ongoing pandemic, accommodations were made to improve student accessibility to election proceedings and to ensure the general health and safety of our SUO members.

Regards,

Tyleigh Massey-Leclerc

*Chief Returning Officer*

## **Candidate Positions**

The following positions were included in the SUO of UBC 2021 General Elections:

President

Vice-President Finance and Administration

Vice-President Campus Life

Vice-President External

Vice-President Internal

Director at Large (x4)

Graduate Student Representative

Faculty of Applied Science Representative

Faculty of Creative and Critical Studies Representative

Faculty of Education Representative

Faculty of Health and Social Development Representative

Faculty of Management Representative

Irving K. Barber School of Arts and Sciences, Sciences Representative

Irving K. Barber School of Arts and Sciences, Arts Representative

## **Election Officials**

*Chief Returning Officer (CRO)*

Tyleigh Massey-Leclerc

*Deputy Returning Officer (DRO)*

Maya Peterson

## **Timeline**

### *December 16th, 2020 to January 24th, 2021 - Planning Period*

The electoral committee met well in advance of the prenomination period in order to discuss several added features to the election and to accommodate the extended winter break before classes resumed on January 11th, 2021. The committee agreed that designing new Nomination and Information packages for incoming candidates was needed. Additionally, the first ever candidate Information Session was scheduled to occur during the nomination period. The committee designated significant time and efforts during the planning period to increase marketing and promotional presence, member awareness, and online accessibility.

### *January 25th to January 31st - Prenomination Period*

Elections were announced on Monday, January 3rd via the SUO of UBC Elections Facebook page and Instagram account. Call-for-nomination posters were also displayed around the UNC and Commons buildings. This provided the official timeline for the elections and allowed those interested in running to prepare. The Nomination and Information packages began circulation, which included a full list of available positions.

### *February 1st to 12th - Nomination Period*

The nomination period opened at 8:00 AM on Monday, February 1st and closed at 4:00 PM on Friday, February 12th. The committee extended the nomination period by one week; devoting a total of two weeks to open nominations. A 'Candidate Information Session' was hosted as a webinar on Tuesday, February 9th at 6:00 PM via *Zoom* by the CRO and the acting SUO Executive Committee. This meeting was open invite and accessible to all SUO members. Each committee member gave a brief oral presentation regarding their role, followed by a Q&A portion whereby participants could inquire about the responsibilities and experience of each executive. This session was recorded with closed captioning and made available to those unable



to attend. Candidates were required to submit their nomination form to the CRO by email before the close of the nomination period on February 12th at 4:00 PM.

### *February 12th - All-Candidates Meeting*

The All-Candidates Meeting (ACM) took place at 5:00 PM on Friday, February 12th via *Zoom*. The CRO outlined campaign expectations and the responsibilities of the SUO of UBC Board of Directors. This was followed by a group Q&A session with the following Executive Committee members:

President - Ali Poostizadeh

VP Finance - Abid Wahab

VP Internal - Tashia Kootenayoo

The following committee members were present in order to accommodate any questions regarding the roles of absent Board members:

SUO Manager - Lori Stevenson

Advocacy and Governance Coordinator - Sarah Furgason

Project Manager - Aaron White

The ACM was revamped in order to outline more stringent Covid-19 campaign restrictions, and to accommodate new SUO of UBC branding. This meeting was recorded in the event that candidates (present at the original meeting) requested access after the conclusion of the meeting.

### *February 22nd to March 3rd - Campaign Period*

The campaign period opened at 8:00 AM on Monday, February 22nd and closed at 11:59 PM on Wednesday, March 3rd. The President, VP Campus Life, and VP Finance debates were held on February 23rd, and the VP Internal and VP External debates were held on February 25th; both occurred synchronously via *Zoom* webinar. These debates emphasized the use of audience questions, and were limited to a total of 5-6 questions per position in order to reduce 'Zoom fatigue'. Moreover, they were recorded with closed captioning and posted on the official

elections webpage for later SUO member access. Faculty Representative and Director at Large candidates were encouraged to participate in an asynchronous debate, whereby they provided video responses to three vetted questions which were then spliced together with closed captioning and made available to SUO members on the official elections webpage.

*March 1st to 3rd - Voting Period*

Voting opened on WebVote at 8:00 AM on Monday, March 1st and closed at 11:59 PM on Wednesday, March 3rd.

## Marketing Efforts

The newest and most extensive additions to our marketing efforts were the Nomination and Information Packages. The Nomination package featured: 1) Oath of Office expectations and important deadlines/candidate information, 2) available Board positions, 3) a form for Candidate information, 4) a signatory form, 5) a nomination consent form, and 6) an ‘SUO Executive Succession Plan Form’ (for executive candidates only). The Information package featured several sections: 1) reasons to get involved in student leadership, 2) the features of a great leader, 3) job summaries of each Board position, 4) a FAQ section regarding SUO activities, 4) current Board member quotes, 5) essential deadlines and procedures for candidates (e.g., CRO contact information, nomination deadlines, headshot requirements, etc.), and 6) an election timeline.

The SUO of UBC Elections webpage (UBCSUOelections.ca) was utilized as a platform to release the official biographies of all candidates, links to the video publications of the three separate debates, published determinations of the CRO, and access to online voting. The Facebook page ‘SUO Elections’ was used as a platform to release all official election materials and news. To accompany these two platforms, the former Student Union Productions Instagram page was adopted as the @SUO\_Elections Instagram page; a (long overdue) online presence highly requested by members. The Instagram page featured Candidate Platform points: each candidate provided a headshot, their social media handle, and four platform points to be displayed on the Elections page. Each candidate and position was posted in alphabetical order at the same time on Monday, February 22nd in order to create a fair and equal online presence. These posts provided the opportunity for candidates, volunteers, and general members to reshare and engage with this content. These posts became our most engaged with content, second to the election results announcement. This page also featured a *linktree*, directing our followers to other election resources including Zoom meeting links, debate recordings, candidate bios, WebVote, election regulations, and the Nomination and Information Packages.

An email to all registered clubs and course unions outlining the election process - and calling for nominations from student leaders - was sent out on January 29th at 10:00 AM via *MailChimp*.

An article regarding the opening of nominations was published by the Phoenix News on February 3rd. The UBCO Life Newsletter - also published on February 3rd - included information regarding nominations.

Throughout the nomination period, at least one post per day was made to the SUO of UBC Elections Facebook page including information on each position, how to access nomination forms, and when the nomination period would close.

Following the nomination period, several posts were made to the SUO of UBC Elections Facebook page stating that the campaign period would begin February 22nd, following the conclusion of the reading break. The candidate debates were advertised via the Facebook page, with a new post for each day outlining which positions would be participating that day. Extensive care was taken to ensure that the @SUO\_Elections page possessed a strong social media presence throughout the election timeline; the main SUO channels, Course Unions, SUO club pages, and SUO affiliates frequently reposted election related marketing.

During the opening of the voting period, members received an email informing them voting was open and outlining how to vote. A second email was sent out on March 3rd to remind students of the close of voting. Further, the CRO posted a video with a call to action for students to engage in the electoral process via Instagram. Many of the candidates also included the voting dates and links to the voting platform on their promotional material. Finally, the UBCO Life Newsletter included a call for voting in their March 3rd publication.

Several posts were made and shared across Facebook to increase student awareness. Unaffiliated student-led Instagram accounts also shared some of these promotional posts.

## **Campaign Period**

The campaign period opened on February 22nd and closed on March 3rd. The committee decided to allow campaigning to continue through the voting period as per the precedent set in the 2020 General Election and 2020 By-Election.

Candidates were guided by the SUO of UBC by-laws and regulations during the campaign period as well as the guidelines set out by the CRO. These provided a fair opportunity for all to campaign sufficiently. Accordingly, the CRO was explicitly clear that candidates were expected to 'ask first' before engaging in any campaign activities.

In line with UBC Policy and Covid-19 recommendations prescribed to SUO Student Associations and Clubs, the electoral committee mandated that candidates abide by social distancing measures and explicitly prohibited in-person gathering or campaigning on campus – including but not limited to approaching students – in order to protect the health and safety of our members. This was clearly communicated to candidates on February 12<sup>th</sup>, 2021 at the mandatory ACM. As every candidate signed their assent to having read the official regulations and otherwise agreed to abide by the expectations of the CRO, the committee strictly upheld these guidelines.

All candidates were given the opportunity to have their photograph and biography uploaded to the official SUO Elections website and the SUO\_Elections Instagram page. Additionally, we provided a platform for all the candidates to campaign during the Virtual Debate, where candidates could present their respective platforms. This debate was recorded and posted to the aforementioned platforms.

Official complaints had to be submitted by email to the CRO within 24 hours of the occurrence or discovery of the evidence forming the basis of the complaint. All complainants were kept anonymous and their names shall not appear in this report.

Candidates were made aware of the procedure that the CRO would follow in the investigation of any complaints during the All-Candidates Meeting, and were reminded during the investigation process. As outlined in the regulations:

61. The CRO shall investigate and decide a complaint along with the General Manager within twenty-four (24) hours of its receipt or twelve (12) hours on the last two days of the election. The CRO must bring the complaint to the Electoral Committee.

62. The CRO must give fair consideration to all evidence relevant to a complaint.

63. Upon the conclusion of an investigation of a complaint the CRO must decide whether an offence has occurred and, if so, whether the offence is minor or major.

64. Upon the conclusion of an investigation of a complaint relating to the administration of an Election or Referendum or the conduct of a candidate, if the CRO along with General Manager decides that the complaint is valid, the CRO must also determine whether the integrity or result of the Election or Referendum has been materially affected. If the CRO decides that the integrity or result of the Election or Referendum has been materially affected, the CRO must determine whether all or part of the Election or Referendum is invalid.

65. The CRO and General Manager must publish the reasons for his or her decisions in writing.

The official CRO Determinations are included in Appendix II.

## **Voting Period**

Voting occurred through the UBC WebVote system. The WebVote system was utilized because it is easy to use, highly secure by design, based on the SSC Platform, and administered by the university. Any attempt to interfere with the system and influence the results would be met with serious repercussions such as expulsion from the university for non-academic misconduct (Student Code of Conduct 4.1).

There was no evidence of system interference or malfunction. Although spoiled ballots were present in several of the elections, the marginal amount did not represent cause for concern on the part of the electoral committee - nor the WebVote Academic Governance Officer. Spoiled ballots occur when students click 'vote' without selecting any candidate. They are then presented with a pop-up inquiring if they would like to submit their vote; they must confirm their choice before the ballot is submitted. This is an available option because the WebVote system is designed to represent a physical ballot as closely as possible. Accordingly, 'spoiled ballots' are an opportunity for the electorate to protest an election, position, or disagree with all the candidates running.

## **Suggestions and Recommendations**

### *Regulation Changes*

As the SUO of UBC bylaws and regulations are meant to be a living document, it is the opinion of the electoral committee that the regulations be adjusted and minor changes be made. These changes have been considered by the electoral committee and a proposed plan will be taken to the policy committee for changes. These changes that will be proposed have been attached as an appendix to this report.

### *Online Nomination Packages and Information Packages*

As mentioned, the electoral committee worked very hard to create two comprehensive documents for prospective candidates. Although the creation of these documents was necessitated by in-person restrictions, their use has clearly bolstered engagement with students, and created greater transparency regarding the Board of Directors and general operations of the SUO. Given the success of e-packages during both the 2020 By-Election and 2021 General Election, the nomination process should continue to be carried out online after the return to in-person elections is implemented. These documents can be updated and amended to suit future election needs, and should serve as a template moving forward. A coupling of both online and in-person elements will surely continue to strengthen the election process and contribute significantly to attracting a diverse mix of candidates and the attention of our members.

### *Appeals Process*

As it stands, the regulations offer little guidance to the appeals process beyond each candidate's right to submit an appeal within twelve to twenty-four hours of the committee's determination. In the spirit of due diligence, the committee has elected to treat the appeals process similarly to the investigation process by reconvening to discuss any novel evidence presented by the candidate before reaching the final determination. In order to ensure that candidate appeals are treated fairly, an article stipulating that the committee must convene upon the submission of an appeal



should be included in the regulations. The proposed amendments to the appeals process have been presented in Appendix III.

### *Ballot Removal*

This year, two candidates were disqualified from the election during the voting period. In order to preserve voting integrity and the results of the election, disqualified-candidate names were left on the ballots preceding their disqualification. Members were informed that any votes they had incurred would appear in the final results, although they would be considered void. The committee agreed that - even if a disqualified candidate amassed the most votes in their respective election - their candidacy would be considered void upon the conclusion of the voting period and successful election would default to the candidate with the second highest number of votes. As the regulations do not include any requirements for ballot removal, the proposed amendments to this process have been presented in Appendix III.

### *SUO\_Elections Instagram Account*

Given the success of the implementation of an Election-specific Instagram page, it is highly recommended that the electoral committee continue to utilize this channel in order to increase engagement with SUO members. Specifically, posting platform points for each position and clearly identifying the candidates in each race proved effective; candidates, volunteers, and general members frequently reposting this content, vastly extending the page's reach beyond our primary following.

### *Extended Nomination Period & Information Session*

This year, the committee extended the nomination period to two weeks. While the majority of nominations were received during the second week, the extended period allowed for increased marketing and awareness surrounding the election itself. Additionally, a candidate Information Session was hosted during the second week for potential candidates interested in their respective

Board positions. Together, these two practices served to create a highly contested election and a strong rhetoric surrounding student advocacy and representation at the SUO.

### *All-Candidates Meeting*

Given that online campaigning becomes more difficult to police every year, it is of utmost importance that the electoral committee flag potential conflicts as early as possible, and communicate both permissible, and prohibited behaviour as clearly and as early as possible to candidates; for instance, a permissible online action is purchasing an Instagram advertisement, whereas a prohibited action is hosting an online giveaway for an item of monetary value.

Although candidates are wholly responsible for understanding and abiding by the regulations - and further, requesting permission for campaign activities from the CRO - a more detailed and comprehensive ACM may minimize candidate misconduct in the future. Additionally, a greater focus on the process of submitting a formal complaint or appeal (as per the regulations) may help in streamlining the investigation process and encourage a more fulsome understanding of the electoral proceedings on the part of inexperienced - and experienced - candidates.

**Conclusion**

Overall, we feel that this was a successful election. We reiterate that we ask the Board of Directors to pass the following motions:

1. Be it resolved that the SUO of UBC Board of Directors approve the 2021 General Election report as submitted by the Chief Returning Officer.
2. Be it further resolved that the SUO of UBC Board of Directors approve the destruction of the nomination forms used in the 2021 General Election.

We hope that this report provides a thorough understanding of the process of the 2021 General Elections.

Respectfully,



Tyleigh Massey-Leclerc  
*Chief Returning Officer*

Maya Peterson  
*Deputy Returning Officer*

## Appendix I: Unofficial Election Results

President

<b>Tashia Kootenayoo</b>	<b>552</b>
Pierre Frigon	327
Jonathan Itamah	294
Total	1177* (10.3% of voters)

\*Total votes includes 4 spoiled ballots.

Vice-President Finance & Administration

<b>Muhammad Waseem</b>	<b>588</b>
Rohan Dabral Chamoli	451
Total	1040* (9.1% of voters)

\*Total votes includes 1 spoiled ballot.

Vice-President Internal

<b>Shiven Vinod Khera</b>	<b>304</b>
Safiya Al Yazeedi	273
Yannick Lareine	218
Johan Yao	216
Mrinaal Tomar	73
Total	1087* (9.5% of voters)

\*Total votes includes 3 spoiled ballots.

Vice-President External

<b>Ahmed Ahmed</b>	<b>415</b>
Lindsay McGrail	407
Kriti Sud	308 Disqualified
Total	1130 (9.9% of voters)

Vice-President Campus Life

<b>Jakson Pashelka</b>	<b>532</b>	
Moez Khan	285	
Taha Ilyas	240	
Partesh Ramana	182	Disqualified
Total	1239	(10.8% of voters)

Director-at-Large (4x)

<b>Pri Uribe</b>	<b>379</b>	
<b>Kai Rogers</b>	<b>354</b>	
<b>Jaanvi Shah</b>	<b>310</b>	
<b>Cade Desjarlais</b>	<b>272</b>	
Chanidu Gamage	206	
Ayush Pratap	198	
Harsimar Singh	168	
Total Votes	1887	
Total Voters	1024	(8.9% of voters)

Faculty of Management Representative

<b>Josie Leung</b>	<b>145</b>	
Khushi Bhandari	70	
Total	215	(21.2% of voters)

Faculty of Applied Science Representative

Sam Diab		
<b>Yes</b>	<b>167</b>	
No	25	
Total	193*	(9.2% of voters)

\*Total votes includes 1 spoiled ballot.

Faculty of Science Representative

Leoul Woldemariam

**Yes** 271

No 19

Total 291\* (9.1% of voters)

\*Total votes includes 1 spoiled ballot.

## Appendix II: Complaints and CRO Determinations

**Complaint No:** 01**Filed Against:** Partesh Ramana**Allegations & Relevant Bylaws/Regulations:**

The evidence supporting these allegations regarded a campaign video posted around 1:00 AM (PST) on February 28<sup>th</sup>, 2021 on Mr. Ramana's Instagram account. The video in question depicted Mr. Ramana gathered with four other individuals, interacting within two meters of each other without face coverings. One or more individual(s) in the video were not listed as campaign volunteers at the time of filming and at the time the video was posted.

*In line with UBC Policy and Covid-19 recommendations, the electoral committee mandated that candidates abide by social distancing measures and explicitly prohibited in-person gatherings on campus during the campaigning period in order to protect the health and safety of our members. This was clearly communicated to candidates on February 12<sup>th</sup>, 2021 at the mandatory All-Candidates meeting in which Mr. Ramana was in attendance.*

*24.c Candidates shall compile and maintain an up-to-date list of the names, phone numbers, and email addresses of all campaign volunteers. The list shall be forwarded to the CRO within 24 hours of the CRO's request.*

*22. Candidates are liable for their conduct and are responsible for the conduct of other parties who are acting under the instructions of the Candidate.*

**Determination:**

Mr. Ramana's use of in-person campaigning constituted an undue disadvantage to other candidates abiding by election regulations, and furthermore, a breach of the explicit expectations set out prior to the campaign period by the electoral committee. Moreover, Mr. Ramana was responsible for his volunteers' actions during these events. It was further determined that Mr. Ramana's actions constituted one (1) Major Offence and two (2) Minor Offences. As per the regulations:

*73 A Candidate shall be disqualified from an Election if they are found to have committed either:*

- a. three (3) separate Minor Offences; or*
- b. one (1) Major Offence.*

Mr. Ramana was therefore disqualified from the SUO of UBC Election.

**Complaint No:** 02

**Filed Against:** Kriti Sud

**Allegations & Relevant Bylaws/Regulations:**

The evidence supporting these allegations included several images of student conversations and personal testimonies from SUO members attesting to Miss Sud approaching them on campus or otherwise appearing at their residence doors to campaign; accompanied by her volunteers. Additionally, several SUO members reported that they felt coerced to vote while in her presence during her in-person campaigning.

*In line with UBC Policy and Covid-19 recommendations, the electoral committee mandated that candidates abide by social distancing measures and explicitly prohibited in-person gathering or campaigning on campus – including but not limited to approaching students – during the campaigning period in order to protect the health and safety of our members. This was clearly communicated to candidates on February 12<sup>th</sup>, 2021 at the mandatory All-Candidates meeting in which Miss Sud was in attendance.*

*36. All students shall have equal access to cast their vote and voter integrity and privacy must be maintained.*

**Determination:**

Miss Sud's use of in-person campaigning constituted an undue disadvantage to other candidates abiding by election regulations, and furthermore, a breach of the explicit expectations set out



prior to the campaign period by the electoral committee. Further, the committee takes our members' rights to privacy when voting seriously and found that these rights had been curtailed. It was further determined that Miss Sud's actions constitute one (1) Major Offence and one (1) Minor Offence, respectively. As per the regulations:

*73 A Candidate shall be disqualified from an Election if they are found to have committed either:*

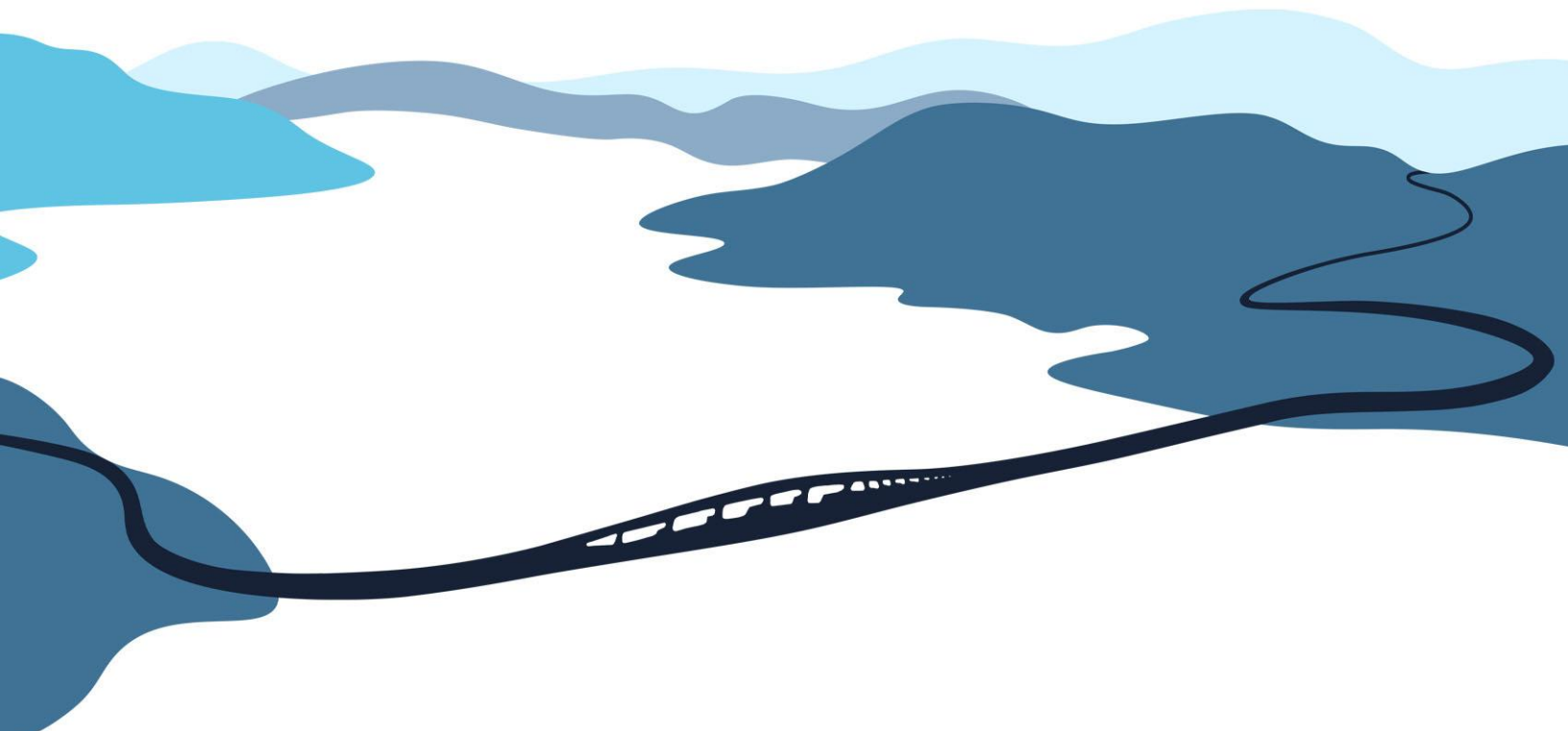
*a. three (3) separate Minor Offences; or*

*b. one (1) Major Offence.*

Miss Sud was therefore disqualified from the SUO of UBC Election.

### Appendix III: Proposed Changes to the Regulations

The following are the proposed changes to the regulations which will be presented to the Policy Committee.



## PROPOSED CHANGES TO THE ELECTION RULES AND REGULATIONS

Presented to the Members of the Policy Committee

Tyleigh Massey-Leclerc

CRO 2021

What follows are the proposed changes and additions to the regulations.

### **Article 66**

Include a subarticle stating that the electoral committee must convene within twenty-four (24) hours of an appeal's receipt or within twelve (12) hours during the voting period to discuss novel evidence presented by the candidate under investigation. This shall occur prior to the final appeals determination.

### **Ballot Removal**

Include an article stating that upon disqualification, a candidate's name will be removed from the ballot only if the disqualification occurred prior to the start of the voting period.

Include a subarticle stating that if a disqualification occurs after the voting period has commenced, the candidate name will continue to appear on the ballot until the end of the voting period. Upon the conclusion of the voting period, the candidate's total votes will be considered void and omitted from consideration of the results.

Include a subarticle that if a disqualified candidate amasses the most votes in their respective position, successful election will default to the candidate with the second highest total of votes; unless in the case of an uncontested election, whereby the position will be considered vacant.

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, February 24, 2021, Virtual Call

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Meeting called to order at 10:00

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
Deputy Returning Officer ..... Maya Peterson  
General Manager..... Lori Stevenson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. NEW BUSINESS

#### 2.1 Complaints Received

Massey-Leclerc brought forward two complaints registered within the last 24 hours.

A complaint was received from a member regarding a social media post made by Partesh Ramana; the allegation involved a violation of the regulation prohibiting students from campaigning in or at SUO businesses. The committee determined the infraction did not meet the standard for a minor or major infraction. The CRO had requested the candidate remove the social media posts in question and the candidate complied immediately. Committee members agreed that no further action is required.

A complaint was received regarding the VP Finance debate. A member alleged that Muhammed Waseem misrepresented fact during the debate. The committee concluded that the disagreement that took place during the debate did not constitute a "misrepresentation of fact" and did not result in an infraction.

### 3. INFORMATION ITEMS

#### 3.1 Social Media Promotion

Committee members discussed promotion of SUO Elections posts across

all SUO social media platforms. Stevenson will follow up with Haugen to ensure cross-promotion of debates and the general election dates.

**4. ADJOURNMENT**

Meeting adjourned at 10:19

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Okanagan of UBC  
Electoral Committee Meeting, March 1, 2021, Virtual Call

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Meeting called to order at 11:47

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
General Manager..... Lori Stevenson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

## Committee Members Absent

Deputy Returning Officer ..... Maya Peterson

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. NEW BUSINESS

#### 2.1 Complaint Received

The Chief Returning Officer received a complaint about a campaign video released by Partesh Ramana. The video depicts the candidate gathered with four other individuals, interacting within two meters of each other without face coverings. One or more individuals in the video are not listed as campaign volunteers. The committee agreed that the video constitutes one major and one minor violation. The committee unanimously agreed that the violations constitute a disqualification.

### 3. ADJOURNMENT

Meeting adjourned at 12:10

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, March 3, 2021, Virtual Call

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Meeting called to order at 13:00

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
Deputy Returning Officer ..... Maya Peterson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

## Committee Members Absent

General Manager..... Lori Stevenson

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. NEW BUSINESS

#### 2.1 Complaint Received

The CRO received several complaints regarding candidate Kriti Sud. Four separate complaints outlined violations of campaign rules: it was alleged that the candidate entered residence buildings and pressed students to vote for her and requested they do so in her presence and/or hand her their phones so she could show them how to vote for her. The committee determined that the candidate had violated the specific rules around campaigning directly to students on campus, directing or coercing students to vote for the candidate directly, violating the privacy of the members while they were in the process of exercising their right to vote, and creating an undue disadvantage to other candidates.

The committee determined the candidate actions constitute several major violations, resulting in a disqualification.

### 3. ADJOURNMENT

Meeting adjourned at 13:30

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, March 3, 2021, Virtual Call

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Meeting called to order at 17:47

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
General Manager..... Lori Stevenson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

## Committee Members Absent

Deputy Returning Officer ..... Maya Peterson

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. NEW BUSINESS

#### 2.1 Investigation

As part of the investigation into the allegations against candidate Kriti Sud, the CRO met with the candidate. Sud admitted to visiting five individuals with her campaign volunteers. Sud refuted the claims that she attempted to coerce students to vote for her. The committee concluded that regardless of the intention of the candidate, students did feel coerced and/or that their privacy was violated. The committee concluded the candidate's actions warranted one major and one minor violation, thus the decision to disqualify the candidate was upheld.

#### 2.2 Complaints Received

The CRO received several complaints that candidates were campaigning by posting to the @ubc2024 instagram account. The CRO had allowed use of this account as it operates as a forum (where anyone can post) unlike other accounts that operate similar to a business. The CRO therefore determined the complaints were not valid. Committee members agreed. The CRO received a complaint regarding candidate Tashia Kootenayoo. Two members alleged that Kootenayoo had requested a professor provide information about her campaign to a class and that the professor had done so. However, the CRO had given Kootenayoo permission to campaign in



this manner, provided a disclaimer was sent out. One professor failed to send the disclaimer when providing the information to 13 or fewer students. Committee members concluded that Kootenayoo had done her due diligence when making the request, that an undue advantage did not occur, and that the election was not in any way compromised. Thus, the candidate's actions did not constitute a violation.

The CRO received a complaint regarding candidate Cade Desjarlais. A member claimed Desjarlais was harassing his social media followers with excessive follow requests. The committee agreed the claim of harassment was not substantiated and no violation occurred.

### **3. ADJOURNMENT**

Meeting adjourned at 18:23

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, March 3, 2021, Virtual Call

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Meeting called to order at 20:30

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
Deputy Returning Officer ..... Maya Peterson  
General Manager..... Lori Stevenson  
Project Manager ..... Aaron White

## Committee Members Absent

Advocacy & Governance Coordinator ..... Sarah Furgason

### 1. ACKNOWLEDGEMENT OF TERRITORY

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### 2. NEW BUSINESS

#### 2.1 Complaints Received

The CRO received a complaint regarding candidate Rohan Dabral Chamoli. The member alleged that Dabral Chamoli was being endorsed by a Students' Union administrator. However, Dabral Chamoli was endorsed by a part-time student employee. In the SUO Regulations, "administrators" refers to full-time permanent staff positions, not part-time student employees. The committee concluded that no violation occurred.

### 3. ADJOURNMENT

Meeting adjourned at 20:45

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, March 4, 2021, Virtual Call

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Meeting called to order at 11:30

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
Deputy Returning Officer ..... Maya Peterson  
General Manager..... Lori Stevenson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. OLD BUSINESS

### 3. NEW BUSINESS

#### 3.1 Appeal

The committee discussed the appeal brought forward by candidate Kriti Sud and found the original determination was correct, thus the decision to disqualify the candidate was upheld.

### 4. INFORMATION ITEMS

#### 4.1 Results

The committee discussed steps for issuing the election results.

### 5. ADJOURNMENT

Meeting adjourned at 11:51

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, March 4, 2021, Virtual Call

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Meeting called to order at

## Committee Members Present

Chief Returning Officer (meeting chair)..... Tyleigh Massey-Leclerc  
Deputy Returning Officer ..... Maya Peterson  
General Manager..... Lori Stevenson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. NEW BUSINESS

#### 2.1 Response to Appeal

The CRO received a response from member Kriti Sud regarding her appeal and the decision to uphold her disqualification. The committee considered the response and agreed that a fulsome response was in order.

### 3. INFORMATION ITEMS

### 4. ADJOURNMENT

Meeting adjourned at 15:24

# ELECTORAL COMMITTEE MEETING MINUTES

Students' Union Okanagan of UBC  
Electoral Committee Meeting, March 30, 2021, Virtual Call

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Meeting called to order at 14:02

## Committee Members Present

General Manager (meeting chair) ..... Lori Stevenson  
Chief Returning Officer ..... Tyleigh Massey-Leclerc  
Deputy Returning Officer ..... Maya Peterson  
Advocacy & Governance Coordinator ..... Sarah Furgason  
Project Manager ..... Aaron White

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. OLD BUSINESS

### 3. NEW BUSINESS

#### 3.1 Review and discussion of CRO Report

Massey-Leclerc provided committee members the opportunity to provide feedback on the CRO Report.

#### 3.2 Immediate next steps or closing business

Committee members discussed next steps for the SUO procedures manual related to SUO Elections.

#### 3.3 Candidate Vetting

Committee members discussed possible recommendations for vetting candidates.

#### 3.4 CRO Transition / Succession planning

Massey-Leclerc will be providing a transition document for the incoming CRO.

### 4. INFORMATION ITEMS

### 5. ADJOURNMENT

Meeting adjourned at 14:30

## REGULATION I - COMMITTEES

- 1 In this regulation, unless the context otherwise requires:
  - a. **"Ad Hoc Committee"** means a temporary Committee established in accordance with this Regulation;
  - b. **"Committee"** means a Committee established in accordance with this Regulation, unless otherwise specified;
  - c. **"Committee Member"** means a voting member of a Committee;
  - d. **"Resource"** means an individual who shall advise a Committee on an as-needed basis;
  - e. **"Student at Large"** means any Member of the Union, as defined in Bylaw II (2), who is not already mandated to sit on a Committee;

### Types of Committees

- 2 There shall be two types of Committees: (Standing) Committees and Ad Hoc Committees. These bodies shall serve to facilitate the work of the Board; provide a venue for further study of complex issues; gather input from and facilitate communication with general members; and execute functions as directed by the UBCSUO bylaws, collective agreement, and other statutes.
- 3 The Board of Directors shall establish Committees in accordance with the bylaws and regulations to carry out specific functions, study issues in greater detail and provide recommendations to the Board of Directors. Committee structure and membership shall be specified in this Regulation. All Committees shall meet at least once a month, unless otherwise specified in this Regulation. In accordance with the UBCSUO bylaws and regulations, the Board shall maintain the following Standing Committees:
  - a. Campaigns Committee;
  - b. Campus Life Committee;
  - c. Finance Committee;
  - d. Oversight Committee; and
  - e. Policy Committee
- 4 The Board of Directors may establish Ad Hoc Committees by Resolution in accordance with Bylaw XVII (17) and with this Regulation. A motion to establish and/or dissolve an Ad Hoc Committee must satisfy this Regulation. Though other Ad Hoc Committees may be established by the Board on an as-needed basis, the following Ad Hoc Committees must be established and dissolved by the Board in the timeframes specified in this Regulation:
  - a. Student Association Funding Committee;
  - b. Electoral Committee; and
  - c. Media Fund Committee.

### General Membership

- 5 The Board of Directors shall appoint Committee Members for a term not normally exceeding twelve (12) months and may rescind the appointment of any Committee Member, by majority vote.
- 6 A student and/or Director ceases to be a Committee Member:
  - a. at the conclusion of their term, unless it is extended by the Board of Directors;
  - b. upon the winding up or dissolution of the Committee;
  - c. upon their resignation or death;
  - d. if they cease to be a General Member of the UBCSUO, or is no longer a Member in good standing, as defined in Bylaw II (2); or
  - e. if their appointment is rescinded by the Board of Directors.
- 7 Every Committee Member is entitled and has the obligation to:
  - a. attend and participate in meetings of the Committee;
  - b. provide their opinions and represent, to the best of their ability, the interests of the Members and the Student Union in their participation as Committee Members; and
  - c. for Standing and Ad Hoc Committees, exercise one (1) vote on any matter before the Committee or Ad Hoc Committee.
- 8 Every Committee shall have a chair, to be appointed in accordance with this Regulation.
- 9 The chair of a Committee has the power and duty to:
  - a. schedule Committee meetings in accordance with this Regulation;
  - b. prepare, or cause to be prepared, the agenda and the minutes of Committee meetings;
  - c. preside over Committee meetings;
  - d. provide a tie-breaker vote in instances of a dead-lock; and
  - e. communicate and provide to the Board of Directors:
    - i. minutes of each Committee meeting, said minutes to be provided for approval at the next possible board meeting;
    - ii. advice and recommendations of the Committee;
    - iii. reports on the progress of the Committee; and
    - iv. advice regarding filling vacancies on the Committee.
- 10 The General Manager shall serve as a resource on an as-needed basis to all committees they do not already serve on.

#### Conduct of Committee Members

- 11 A Committee Member who misses three (3) Committee meetings without properly sending the chair the regrets shall be automatically removed from the Committee, and may only be reinstated at the direction of the Board.
- 12 The Board of Directors has the discretion to remove a member from a Committee by majority vote.
- 13 If a Committee Member is removed from a Committee, it shall be up to the discretion of the Board to determine whether the Committee vacancy must be filled.

#### Schedule of Meetings

- 14 Committee meetings shall be scheduled in consultation with Committee members and in accordance with this Regulation.

#### Conduct of Meetings

- 15 Unless otherwise specified, the quorum for meetings is at least 50% of the total number of active Committee members and must include the presence of the chair.
- 16 The chair shall preside over Committee meetings.
- 17 **Committee meetings shall normally be conducted in accordance with Robert's Rules of Order.**
- 18 Committees may establish their own rules of order, provided that the rules:
  - a. facilitate the effective and democratic conduct of meetings; and
  - b. do not limit any Committee member from their participation in the Committee.
- 19 Committee meetings shall be open to the Members unless the Board of Directors has empowered the Committee and the Committee duly resolves to move the meeting in camera.

#### Applications Process for Students at Large

- 20 Within ten (10) days of the conclusion of the UBCSUO general elections each March, the outgoing Board, in consultation with the Advocacy and Governance Coordinator, shall develop and release an application process to identify and select candidates for all Committees which explicitly permits Students at Large to sit on such Committees.
- 21 The incoming Board shall decide upon and ratify the Students at Large who shall serve on each Committee by the thirtieth (30) day of the new fiscal year.



- 22 As part of this process, the Board shall make every reasonable effort to advertise to Members the details of:
- Which Committees Students at Large are permitted to sit on;
  - the mandate, purpose, and ideal candidate(s) for each Committee; and
  - how Students at Large may apply for a position on each Committee.
- 23 The advertising process for contacting Students at Large to sit on Committees shall include but need not be limited to:
- mass email;
  - social media postings; and
  - the creation and dispersion of posters.

#### Standing Committees

- 24 All Standing Committees have the power and duty to:
- convene meetings for the purpose of fulfilling their mandate;
  - prepare and provide the minutes of meetings of the Committee to the Board of Directors;
  - report to the Board of Directors, as required;
  - engage in consultation with the Members as needed;
  - provide advice and recommendations to the Board of Directors related to the mandate of the Committee; and
  - discharge other powers and duties delegated by the Board of Directors.
- 25 All Standing Committees shall meet at least once a month unless otherwise directed by the Board of Directors.

#### Campaigns Committee

- 26 In accordance with Bylaw XVII (17), the mandate of the Committee is to coordinate and **execute the advocacy campaigns of the Students' Union.**
- 27 The Committee Members shall consist of the:
- President;
  - Vice President External;
  - Advocacy and Governance Coordinator;
  - at least two (2) additional directors; and
  - up to three (3) Students at Large.
- 28 Vice President External shall serve as chair of the Committee.

- 29 The Campaigns Committee shall have the additional power and duty to:
- plan and implement campaigns relating to issues important to members as directed by the Board;
  - plan and execute the local implementation of campaigns of the BC Federation of Students;
  - liaise with and review the work of other organizations and Student Associations **to ensure that the Students' Union is working collectively, where appropriate;**
  - make recommendations to the Board of Directors for new campaigns; and
  - make recommendations to the Board of Directors on matters referred to the Campaigns Committee.

#### Campus Life Committee

- 30 In accordance with Bylaw XVII (17), the mandate of the Committee is to coordinate and execute the events, activities, student engagement and volunteerism activities of the **Students' Union**.
- 31 The Committee shall ensure consultation with all pertinent university partners on all planned events. Partners consulted shall include but not be limited to: the Student Experience Office, Health and Wellness, Residence Life, and SVPRO.
- 32 The Committee Members shall consist of the:
- VP Campus Life;
  - VP Internal;
  - at least three (3) additional directors;
  - a minimum of three (3) and maximum of five (5) students at large;
  - Campus Health and Well-being Specialist; and
  - Student Experience Office Representative
- 33 Pursuant to Bylaw X (4)(h), The Vice President Campus Life shall serve as the chair of the Committee.
- 34 The Membership Outreach Coordinator and the Well Pub Manager shall serve as Resources to this Committee.
- 35 The Committee has the additional power and duty to:
- plan and implement annual campus life events including but not limited to Frosh, Recess, Well events, and campus entertainment/wellness events;
  - ensure that events are planned which can provide service to the unique communities within the student body;

- c. **plan and implement the Students' Union's participation with ongoing UBCO** events including but not limited to Welcome Week, speaker series, convocation, and Thrive Week;
- d. regularly review work relating to Campus Life of coalition partners and other like-minded organizations in order to enhance UBC Students' Union Okanagan Campus Life;
- e. make recommendations to the Board on the branding and marketing activities **and projects of the Students' Union;**
- f. make recommendations to the Board on partnerships and sponsorships to provide enhanced campus life and increased events for the membership; and
- g. make recommendations to the Board of Directors on matters referred to it.

#### Finance Committee

36 The mandate of the Committee is to:

- a. assist the Vice President Finance and Administration with the production of the budget;
- b. advise the Board of Directors and Executive Committee on general finances of the Student Union;
- c. assess the availability of funds for capital purchases and major projects; and develop long-term financial plans for **the Students' Union;**
- d. oversee and provide input on the financial services and operations of the **Students' Union, including but not limited to the Health and Dental Plan and office services;** and
- e. make recommendations to the Board of Directors on adoption of the audit, **appointment of the auditor and action arising from the auditor's recommendations.**

37 The Committee Members shall consist of the:

- a. President;
- b. Vice President Finance and Administration;
- c. General Manager;
- d. Finance Manager; and
- e. up to two (2) additional directors.

38 Pursuant to Bylaw X (5)(b), the Vice President Finance and Administration shall serve as the chair of the Committee.

- 39 The Finance Committee has the additional power and duty to:
- a. hold part or all of a meeting in camera as necessary;
  - b. oversee the finances of the Student Union;
  - c. review the monthly financial statements of the Student Union;
  - d. provide a written report to the Board of Directors each fiscal quarter on the finances of the Student Union and, pursuant to Bylaw IX (3)(h), recommend amendments to the budget as required; and
  - e. assist the Vice President Administration and the General Manager in the discharge of their duties with respect to the finances of the Student Union.

40 The powers and duties of the Committee shall be discharged on the basis of consensus among the Committee Members. For matters which cannot be determined by consensus the Committee shall refer such matters to the Executive Committee for resolution in consultation with the General Manager.

Oversight Committee

41 The mandate of the Committee is to oversee the performance of Executive Directors and to hold Executives accountable for their actions.

42 The Committee shall meet monthly to review Executive bi-weekly work reports and approve Executive pay.

43 The Oversight Committee shall conduct three reviews of each Executive Director. The Committee shall review the executive reports and meet with all staff partners and other relevant individuals to assess the performance of each Executive in relation to Appendix A of this Regulation and their established Executive goals. These Reviews shall occur:

- a. during the June Oversight Committee Meeting;
- b. during the September Oversight Committee Meeting; and
- c. during the January Oversight Committee Meeting.

44 The Committee Members shall consist of at least three, but no more than five total members, including:

- a. General Manager
- b. Up to three non-Executive (3) Directors; and
- c. Up to one (1) Student at Large.

45 All staff members shall serve as resources to the Committee on an as-needed basis.

46 The Oversight Committee may mandate, or an executive may request, an interim review to demonstrate improvements in an executive's performance.

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## REGULATION IV - GOVERNANCE

- 1 In this Regulation, unless the context otherwise requires:
  - a. **"Professional Misconduct" means behavior by an elected official** which may damage the reputation of the Student Union, including: verbal, physical, sexual, or emotional abuse; breach of federal, provincial, or municipal law; misappropriation of Student Union resources or private property; falsification of records; acting upon Conflicts of Interest or Potential Conflicts of Interest; publication or encouragement of publication of information which is false, fraudulent, deceptive, misleading, or in violation of Student Union policy.
  - b. **"Reprimand" means a formal**, publicly released written statement of disapproval by the Board of Directors specifying the nature of a complaint and the reason it was determined valid.
  - c. **"Warning" means a written notice issued by the Board of Directors that an Executive's conduct is not appropriate** and could result in further consequences.

### Directors and Executive Committee Directors

- 2 The Student Union shall insure and indemnify every Director for liabilities arising from their service, provided that their actions are in accordance with the Society Act of British Columbia and the Bylaws and Regulations.
- 3 Certificates of insurance shall be made available to Directors upon request.
- 4 Pursuant to the Bylaws, Executive Committee Directors shall be bonded in the amount of twenty-five thousand dollars (\$25,000).
- 5 In the fulfillment of their responsibilities, Executive Committee Directors are expected to dedicate a minimum of fifty (50) hours every two weeks throughout the year to their duties as set out under the Bylaws and Regulations.
- 6 Of these fifty (50) hours, Executive Directors must be in the Student Union office at least three (3) days and fifteen (15) hours per week, and this must be during typical office hours. Of these fifteen (15) hours, Executive Committee Directors must schedule, post notice, and be available for student appointments for at least five (5) hours per week on average.
- 7 Executive Directors are entitled to the following time off with pay:
  - a. Winter Term 1 Reading Break – Two (2) days
  - b. SUO Office Christmas Closure
  - c. Winter Term 2 Break – Five (5) days
  - d. Ten (10) additional paid vacation days to use at their discretion over the course of their term of office.

- 8 If necessary, Executive Directors may opt to take up to ten (10) UNPAID additional days off over the course of their term of office. These unpaid days may be used in combination with paid vacation periods to allow for longer absences.
- 9 Absences or time off requirements in excess of those discussed above will be in the form of an unpaid Leave of Absence, which must be approved by the board.
- 10 Executive Directors are required to be in office and may not take vacation or leaves of absence during the following black-out periods:
  - a. May; and
  - b. The last two weeks of August and the month of September.
- 11 In addition to regulation thirty-five (35), the Vice President Finance and Administration is required to be in the office and may not take a leave of absence during the months of June and July.
- 12 Notwithstanding regulation thirty-five (35) & thirty-six (36), Executive Directors may request, and the Oversight Committee consider, leaves of absence during black-out periods due to extenuating circumstances.
- 13 Each Executive Committee Director must provide a bi-weekly report on their activities. These reports shall be submitted to the President and General Manager in accordance with the payroll schedule provided, and must include all significant information which **may affect the Student Union's operations or membership.**
- 14 The above reports are to be included and reviewed as a standing agenda item at each Board of Directors meeting.

15 Each Executive Committee Director must provide a Progress Report to the Oversight Committee on the status of their Executive Goals:

- a. For the Oversight Committee meeting in June;
- b. For the Oversight Committee meeting in September; and
- c. During an Oversight Committee meeting in January.

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Meetings of the Board of Directors

16 The President shall serve notice of the date, time, and location of meetings of the Board of Directors to all Directors at least seven (7) days in advance of each meeting.

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17 The President shall prepare or cause to be prepared the agenda for each meeting of the Board of Directors in accordance with this Regulation.

18 Subject to approval by the Board of Directors at the beginning of each meeting, the President may:

- a. determine the format of the Agenda; and
- b. prioritize the business of meetings of the Board of Directors.

19 At least seventy-two (72) hours in advance of a meeting of the Board of Directors, the agenda shall be:

- a. distributed electronically to every Director;

20 Any Director may require an item to be placed on the agenda for a meeting of the Board of Directors, provided that it is:

- a. received by the President at least five (5) days in advance of the meeting, whether electronically or in writing;
- b. endorsed by two other Directors; and
- c. relevant to the business of the Student Union, as determined by the President.

21 If within thirty (30) minutes from the time appointed for a meeting of the Board of Directors, a quorum is not present at or above fifty (50) percent of all members, the minutes shall reflect those in attendance and the meeting shall be adjourned.

22 Meetings of the Board of Directors shall not normally exceed three (3) hours in duration except if extended by Resolution.

23 Meetings of the Board of Directors shall adjourn at or before 10:00PM except if extended by Resolution.

24 Minutes of meetings of the Board of Directors shall be taken and approved at the next meeting of the Board of Directors.