

The Strategic Ends of the Students' Union

The Organization exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience and an enhanced student life. The costs of these benefits will be justified by the results.

In no specific order of priority, students will benefit from:

An affordable, accessible, and high quality academic experience

A safe, sustainable, and empowering environment

Diverse inclusive social interaction

Products and services that cater to the financial needs of students

Land Acknowledgement

We acknowledge the traditional territory of the Neutral, Anishnawbe and Haudenosaunee people

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
7:00pm	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Russo	
7:02pm	1 min	Regrets	adm	Chair Russo	GP #2c.8
7:03pm	1 min	Conflicts of Interest	adm	Chair Russo	GP #2c.2
7:04pm	2 mins	<u>Adoption of Agenda</u> MOTION that the Board of Directors adopt the agenda as presented.	D	Chair Russo	
7:06pm	3 mins	<u>Adoption of the Consent Agenda</u> GP #1 - Global Governance Process BMD #1 - Global Board Management BMD #2a - Unity of Control BMD #2b - Accountability of the President BMD #2c - Delegation to the President BMD #2d1 - Monitoring Executive Performance MOTION that the Board of Directors adopt the consent agenda as presented.	D	Chair Russo	
7:09pm	3 mins	Approval of Meeting Minutes - September 23, 2024	D	Chair Russo	GP #2c
7:12pm	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Russo	
7:16pm	4 mins	Comments from the President & CEO	fi	Jesseau	
7:20pm	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
7:24pm	10 mins	Elections Policy & Election Dates	D	DPRA Muller	GP #2j
7:34pm	5 mins	Fleet Vehicle Replacement Proposal	D	ED Champagne	
7:39pm	2 mins	Announcements	fi	Chair Russo	
7:41pm	2 mins	Action Items Summary	adm	Chair Russo	
7:43pm	1 min	Adjournment MOTION that the Board adjourn the meeting	adm	Chair Russo	
Total: 44 mins					

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Governance Process #1 – Global Governance Process

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Governance Process policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink that reads "Gabrielle Krose". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 17, 2024

SECTION – GP #1, 1

Global Governance Process

GP #1

The purpose of the Organization’s Board of Directors is to:

1. **Represent the interests of the moral ownership of the Organization;**
2. Determine the Ends, while maintaining a long term, strategic perspective, to demonstrate the benefits that the Organization will provide to the community; and
3. Monitor organizational performance through the President to track compliance on policies that are based on the principles of Policy Governance.

CGO INTERPRETATION

I define “**represent the interests of the moral ownership**” to mean that the Board speaks on behalf of the needs and interests of the stakeholders of the Organization due to being elected by said stakeholders.

I define “**moral ownership of the Organization**” to mean the approximate 19,000 undergraduate students at Wilfrid Laurier University who buy into the Laurier Students’ Union. The Board must act in good conscious, focus on governance related matters, and respect the diverse needs of these students.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board of Directors is composed of undergraduate students at Wilfrid Laurier University who are elected at large by their peers at the Students’ Union Annual General Meeting by a quorum of no less than 10% of the membership.
- The Board of Directors is not unduly influenced by any person or persons who are not undergraduate students at WLU when making binding decisions. This does not include informational sessions.

EVIDENCE

- Voter turnout at the AGM in January 2024 was over 10%
- The Board has not received any indications or complaints that any Director has been influenced by any outside persons.

I report this section as **COMPLIANT**

SECTION – GP #1, 2

Global Governance Process

GP #1

The purpose of the Organization's Board of Directors is to:

1. Represent the interests of the moral ownership of the Organization;
2. Determine the Ends, while maintaining a long term, strategic perspective, to demonstrate the benefits that the Organization will provide to the community; and
3. Monitor organizational performance through the President to track compliance on policies that are based on the principles of Policy Governance.

CGO INTERPRETATION

I define “**determine the Ends**” as engaging in discussion on and forming the organizational goals that provide benefits to the organization's membership

I define “**maintaining a long term, strategic perspective**” as meaning the Board focuses their attention and efforts on the future needs and aspirations of undergraduate students at WLU and the Laurier Students' Union as a whole.

I interpret “**community**” as the two cities, Brantford and Waterloo, in which the Students' Union operates.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The annual agenda has time allocated to training the Board on and developing an understanding of the Strategic Plan of the Laurier Students' Union
- Boardroom discussions have an ongoing component that is dedicated to Ends-based strategic discussions.

EVIDENCE

- A strategic plan was provided to the Board, and multiple training sessions were completed during Board meetings.
- Boardroom discussions tie back to at least one End of the Organization.
- Strategic discussion has taken place at various Board meetings.

I report this section as **COMPLIANT**

SECTION – GP #1, 3

The purpose of the Organization's Board of Directors is to:

1. Represent the interests of the moral ownership of the Organization;
2. Determine the Ends, while maintaining a long term, strategic perspective, to demonstrate the benefits that the Organization will provide to the community; and
3. Monitor organizational performance through the President to track compliance on policies that are based on the principles of Policy Governance.

CGO INTERPRETATION

I define “**monitor organizational performance**” as the Board receiving regularly scheduled monitoring reports from the President & CEO of the WLU Students' Union.

I define “**track compliance**” as evaluating whether or not the President is in compliance with the policies being monitored. I defined “policies that are based on the principles of Policy Governance” as the Executive Limitation and Ends policies.

OPERATIONAL DEFINITION

- The Board monitors all of the Executive Limitations at least once a year.
- The Board keeps track of all non-compliant monitoring reports.

EVIDENCE

- There is a Monitoring Schedule in place and it includes each Executive Limitation at least once.
- The Chair, on behalf of the board, has kept track of all non-compliant monitoring reports. They will be presented during the mid-year review at the Sep 23, 2024 meeting.

I report this section as **COMPLIANT**

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Board Management Delegation #1

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Board Management Delegation policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 26, 2024

SECTION – BMD #1

Global Board-Management Delegation

BMD #1

The Board will:

1. Hold the President and Chief Executive Officer as their sole official connection to the operational organization, its achievements, and conduct.

CGO INTERPRETATION

I define “**President and Chief Executive Officer**” as being the highest-ranked person within the organization who has been elected by their peers to serve in that position.

I interpret “**Board’s sole official connection**” as being the only employee responsible to the Board of Directors. Further, I interpret this to mean that the President is the only person within the organization that the Board directly controls.

I interpret “**operational organization**” to mean the aspects of the Students’ Union that pertain to its day-to-day functions and execution of duties.

I interpret “**achievements**” to mean all of the things accomplished by the organization and its staff.

I interpret “**conduct**” to mean the manner in which the organization handles their work and interacts with external and internal partners.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The President & CEO is the only operational staff within the organization to in which the Board gives direction.

EVIDENCE

- The Board of Directors does not and has not given direction to any operational staff member aside from the President & CEO.

I report this section as **COMPLIANT**

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Board Management Delegation #2a

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Board Management Delegation policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 26, 2024

SECTION – BMD #2a, 1

Unity of Control

BMD #2a

Officially passed motions of the Board are binding on the President.

The Board will:

1. Ensure that decisions or instructions of individual Board members, Officers, or Committees are not binding on the President;
 - a. Unless the Board has specifically authorized such exercise of authority.
2. Remain cognizant of their motions to ensure that they do not take a material amount of staff time or funds, nor are disruptive, unless necessary for the board to function.

CGO INTERPRETATION

I define “**decisions or instructions**” as meaning directions that are handed down by a specific body or person.

I interpret “**individual Board members**” as being one specific Director who currently sits on the Board of Directors.

I interpret “**Officers**” as the three signing authorities outlined in Article VII of the constitution, including the Chief Governance Officer (CGO), the Chief Executive Officer (CEO), and the Chief Operating Officer (COO), who are each empowered to lead a department within the organization.

I interpret “**committees**” to be bodies within the Board of Directors that are structured to fulfill a specific mandate.

I define “**binding**” as the obligation that the person who receives instruction is required to follow it.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Only the Board of Directors assigns instruction to the President.

EVIDENCE

- The only body that has assigned instruction to the President is the Board

I report this section as **COMPLIANT**

SECTION – BMD #2a, 1a

Unity of Control

BMD #2a

Officially passed motions of the Board are binding on the President.

The Board will:

1. Ensure that decisions or instructions of individual Board members, Officers, or Committees are not binding on the President;
 - a. Unless the Board has specifically authorized such exercise of authority.
2. Remain cognizant of their motions to ensure that they do not take a material amount of staff time or funds, nor are disruptive, unless necessary for the board to function.

CGO INTERPRETATION

I interpret “**specifically authorized**” as meaning the Board of Directors has given a person or committee to execute a function on its behalf.

I interpret “**exercise of authority**” as meaning that the person or committee has been given power by the Board of Directors to act on its behalf.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Other than the Board, only those specifically empowered by the Board to do so will give instructions to the President.

EVIDENCE

- No other entity has given instruction to the President.

I report this section as **COMPLIANT**

SECTION – BMD #2a, 2

Unity of Control

BMD #2a

Officially passed motions of the Board are binding on the President.

The Board will:

1. Ensure that decisions or instructions of individual Board members, Officers, or Committees are not binding on the President;
 - a. Unless the Board has specifically authorized such exercise of authority.
2. Remain cognizant of their motions to ensure that they do not take a material amount of staff time or funds, nor are disruptive, unless necessary for the board to function.

CGO INTERPRETATION

I define “**cognizant of their motions**” to mean that the Board of Directors will be aware of the decisions that they have made.

I interpret “**material amount of staff time or funds**” to mean a significant portion of staff resources and hours that if absent, could put them at risk of not being able to perform their job specific duties.

I interpret “**disruptive**” as interrupting duties.

I interpret “**necessary for the Board to function**” as meaning that a directive must be fulfilled in order to ensure effective governance within the organization.

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Compliance will be demonstrated when:

- Board decisions do not unnecessarily detract from the ability of Students’ Union employees to perform their job-specific duties.
- Students’ Union employees execute all Board decisions that are necessary for it to function.

EVIDENCE

- Board decisions do not unnecessarily detract from the ability of Students’ Union employees to perform their job-specific duties.
- There have been no reports of Students’ Union employees not executing Board decisions that are necessary for its function.

I report this section as **COMPLIANT**

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Board Management Delegation #2b

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Board Management Delegation policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 26, 2024

SECTION – BMD #2b, 1

Accountability of the President

BMD #2b

The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
 - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
 - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. Not evaluate, either formally or informally, any staff other than the President.

CGO INTERPRETATION

I interpret “**hold the President fully accountable**” to mean that the Board of Directors will assess the performance of the Students’ Union through the president. The Board is mandated to hold the President solely accountable for the organization.

I interpret “**organizational operations**” to be the day-to-day functions and execution of duties within the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board takes appropriate actions when responding to Presidential performance regarding Students’ Union operations.

EVIDENCE

- The Board has taken appropriate action to hold the President fully accountable when responding to their performance regarding Students’ Union operations.
- The Board performed a mid-year evaluation on the President at one of the September meetings.

I report this section as **COMPLIANT**

SECTION – BMD #2b, 2a

Accountability of the President

BMD #2b

The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
 - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
 - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. Not evaluate, either formally or informally, any staff other than the President.

CGO INTERPRETATION

I interpret “**Presidential performance**” as the execution of the job-specific duties that the President holds.

I interpret “**identical**” to mean that two items are viewed as the exact same.

I interpret “**organizational performance**” to mean the functioning and operations of the Students’ Union as a whole.

I interpret “**organizational accomplishment**” to be the results that come from the work and operations of the Students’ Union and its staff.

I define “**reasonable interpretation**” to mean that an average person with fair judgment could come up with a similar conclusion regarding a specific policy.

I interpret “**Board-stated Ends**” to be the policies that the Board has set out in E#1 to dictate what the Students’ Union needs to aspire to achieve through its functions.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board draws no formal distinction between the performance of the President and the performance of the organization.
- All actions of the Students’ Union are done in accordance to the Ends Policies.

The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
 - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
 - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. Not evaluate, either formally or informally, any staff other than the President.

EVIDENCE

- The Board conducted their mid-year performance review of the President strictly regarding the organizational accomplishment of Board-stated Ends.
- There have been no reports of Students' Union actions straying away from the Ends Policies.

I report this section as **COMPLIANT**.

SECTION – BMD #2b, 2b

Accountability of the President

BMD #2b

The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
 - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
 - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. Not evaluate, either formally or informally, any staff other than the President.

CGO INTERPRETATION

I define “**avoidance of Board-proscribed means**” to be compliance with the Executive Limitation (EL) policies.

I interpret “**successful Presidential performance**” to mean that the Students’ Union is in compliance with said policies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All Executive Limitation (EL) policies are in compliance and when they are not, the President takes measures to ensure future EL’s are compliant.

EVIDENCE

- There were several EL policies not in compliance in the Monitoring report presented at the August 12th, 2024 meeting because as the report stated the policies were under development. Therefore, during the mid-year review the Board decided to request these policies be resubmitted for approval to ensure all EL policies are compliant.

I report this section as **COMPLIANT**

SECTION – BMD #2b, 3

Accountability of the President

BMD #2b

The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
 - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
 - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. Not evaluate, either formally or informally, any staff other than the President.

CGO INTERPRETATION

I interpret “**give instructions**” to mean assigning a task or modifying the behavior of a specific person.

I interpret “**report directly or indirectly**” to mean that a person is held accountable for their actions through their superior.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board of Directors gives instructions to no other person than the President, an Officer of the Organization, or governance staff, including but not limited to the CRO, DRO, and Board Secretary.

EVIDENCE

- The Board of Directors does not give instruction to persons other than the President, an Officer of the Organization, or governance staff, including but not limited to the CRO, DRO, and Board Secretary.

I report this section as **COMPLIANT**.

SECTION – BMD #2b, 4

Accountability of the President

BMD #2b

The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
 - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
 - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. **Not evaluate, either formally or informally, any staff other than the President.**

CGO INTERPRETATION

I interpret “**evaluate formally or informally**” to mean the assessment of the performance of a Students’ Union employee.

I interpret “**staff**” to be any person who is paid or unpaid within the organization and is expected to perform a function or task.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board evaluates no other employee than the President.

EVIDENCE

- The Board does not evaluate any employee of the Students’ Union other than the President.

I report this section as COMPLIANT.

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Board Management Delegation #2c

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Board Management Delegation policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 28, 2024

SECTION – BMD 2c, 1

Delegation to the President

BMD #2c

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation** of the Board's Ends and Executive Limitations policies;
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

CGO INTERPRETATION

I interpret “**develop policies**” to mean that the Board will establish and pass motions regarding the future and direction of the Students' Union.

I interpret “**instructing the President**” to mean that Board policies will dictate how the President will perform their duties.

I define “**specified results, for specified recipients, at a specified cost**” to mean that the Board will outline what it expects the President to achieve within a reasonable means.

I further interpret ‘**reasonable**’ to mean of fair judgment.

I interpret “**systematically**” to mean that Board decisions fall into an outlined plan for a specific purpose.

I interpret “**Ends policies**” to be policies outlining what the Board determines what the Students' Union must work towards in its activities.

I interpret “**means issues**” to be the parameters in which the organization must function in order to achieve the specified Ends.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board will have Ends (E) policies that the President must work towards.
- All policies regarding means exist within the Executive Limitation (EL) policies.

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation** of the Board's Ends and Executive Limitations policies;
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

EVIDENCE

- The Board has Ends Policies within the Policy Governance manual of the Organization.
- All policies regarding means exist within the Executive Limitation Policies of the Organization.

I report this section as **COMPLIANT**.

SECTION – BMD 2c, 2

Delegation to the President

BMD #2c

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation** of the Board's Ends and Executive Limitations policies;
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

CGO INTERPRETATION

I interpret “**limit the latitude that the President may exercise**” to mean that the Board will specify what the President may not do when exercising their duties.

I interpret “**organizational means**” to be the ways in which the Students' Union accomplishes the Ends set out by the Board.

I interpret “**delegated to the President**” to mean the powers that the President has to execute the duties of that office.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board limits the latitude of the President through Executive Limitations (EL) policies.
- The Board does not outline what the President must do to achieve the Organization's Ends, rather what the President will not do.

EVIDENCE

- The Board has set Executive Limitations policies that limit the latitude of the President. These policies outline what the President will not do to achieve the Ends of the Organization as opposed to what the President must do.

I report this section as **COMPLIANT**.

SECTION – BMD 2c, 3

Delegation to the President

BMD #2c

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation** of the Board's Ends and Executive Limitations policies;
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

CGO INTERPRETATION

I interpret “**global level**” as being the highest level of policies in a Policy Governance structure.

I define “**aggregate of limitations**” as being all policies that follow the global policy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Any attempts to embrace the scope of the previous policies will be justified by the President to the Board's satisfaction.

EVIDENCE

- Any attempt to embrace the scope of the previous policies has been justified by the President to the Board's satisfaction.

I report this section as **COMPLIANT**.

SECTION – BMD 2c, 4

Delegation to the President

BMD #2c

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation of the Board's Ends and Executive Limitations policies;**
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

CGO INTERPRETATION

I interpret “**authorize the President**” to mean that the Board of Directors has delegated the President to perform a duty or function.

I interpret “**all further policies**” to mean Students' Union policies that are not established by the Board of Directors.

I interpret “**reasonable interpretation**” to mean that the average person with fair judgment could come up with a similar conclusion regarding a specific policy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board places no further limitations on the President than what is set out in the Board's Ends and Executive Limitations.

EVIDENCE

- The Board has not set further limitations on the President beyond the Ends and Executive Limitations policies.

I report this section as **COMPLIANT**.

SECTION – BMD 2c, 4a

Delegation to the President

BMD #2c

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation** of the Board's Ends and Executive Limitations policies;
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

CGO INTERPRETATION

I define “**full force and authority**” to be the power to make decisions that must be followed within the organization.

I interpret “**as if decided by the Board**” to mean that such decisions carry the same weight, authority and expected compliance as those that are made by the Board of Directors.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All Presidential decisions outside of Board control will be binding on the Students' Union.

EVIDENCE

- All Presidential decisions beyond Board control has been binding on the Students' Union.

I report this section as **COMPLIANT**.

SECTION – BMD 2c, 5

Delegation to the President

BMD #2c

The Board will instruct the President through written policies that prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

The Board will:

1. Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.
3. Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.
4. Authorize the President to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities so long as they use **any reasonable interpretation** of the Board's Ends and Executive Limitations policies;
 - a. Such decisions of the President shall have full force and authority as if decided by the Board.
5. Have the authority to change its Ends and Executive Limitations policies;
 - a. Any change to the Ends of the organization requires a *special majority* (2/3) vote of the Board;
 - b. So long as any particular delegation is in place, the Board and its members will respect and support the President's choices.

CGO INTERPRETATION

I define “**have the authority**” to mean the ability to make decisions at its own accord.

I interpret “**change**” as meaning the Board can modify the policies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Only the Board changes its policies.

EVIDENCE

- No entity other than the Board has changed Board policies.

I report this section as **COMPLIANT**.

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Board Management Delegation #2d1

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Board Management Delegation policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 28, 2024

SECTION – BMD #2d1, 1

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "degree to which Board policies are being met" to mean the level of compliance that is demonstrated by the President.

I interpret "monitoring" as the action of assessing whether or not Board policies are in compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All relevant Board policies are monitored throughout the year.

EVIDENCE

- All relevant Governance Processes, Executive Limitations, Ends, and Board- Management Delegations policies are monitored throughout the year as per the Board approved monitoring schedule.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 1a

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I interpret "information that does not do this" to be data that does not demonstrate either compliance, or the lack of compliance.

I interpret "monitoring data" to be information that aids in the determination of the degree of compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All information pertaining to monitoring reports that is presented to the Board is relevant when assessing compliance.

EVIDENCE

- All monitoring reports that have been presented to the Board had relevant information in order to assess compliance.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 2a

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I interpret "**monitoring information**" to be all relevant data that aids in the determination of compliance.

I define "**disclosing interpretations**" as the President presenting their thoughts on the meaning of the relevant policy.

I define "**compliance information**" to be the President's determination on whether or not the policy in question is in compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board receives monitoring reports of every Executive Limitation and Ends policy over the course of the year.

EVIDENCE

- The Board receives monitoring reports of every Executive Limitation and Ends policy over the course of the year through the implementation of a Monitoring Schedule.
- To date, the Board has received every monitoring report that has been scheduled.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 2b

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I interpret "**external, disinterested 3rd party**," as a body that is neither the Board of Directors, the President, any other body within the Students' Union, or a partner of the Students' Union.

I interpret "**assesses compliance**" as determining whether or not the President is in compliance with relevant Board policies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board tasks a third party with assessing Presidential compliance and the information collected is presented to the Board.

EVIDENCE

- The Board has tasked KPMG Auditors to assess Presidential compliance. The information is currently on track to be presented upon completion.

I report this section as **COMPLIANT**

SECTION – BMD #2d1, 2c

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "**designated Board member or members of the Board**" to mean Directors chosen by the Board as a whole to perform a specific task.

I define "**assess compliance**" as determining whether or not the President is following a specific policy.

I interpret "**President's interpretation**" as the thoughts of the President as to what a specific policy means.

I interpret "**appropriate policy criteria**" as the means that must be met to bring a policy into compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All Board Direct Inspection committees report to the Board regarding the compliance of the specific policy they were tasked with assessing.

EVIDENCE

- All Board Direct Inspection committees that have been elected thus far have reported to the Board regarding the compliance of their mandated policy.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 3a

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "reasonableness of the President's interpretation" as meaning the conclusion made by the President could be derived from a reasonable, unaffiliated person.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board approves all Presidential interpretations in monitoring reports that are deemed reasonable or asks for more information/additional clarification.

EVIDENCE

- The Board has approved all Presidential interpretations in monitoring reports thus far and received additional explanation when requested.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 3b

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "**data**" as being all evidence that is given to the Board by the President for a specific monitoring report.

I interpret "**demonstrates accomplishment of the interpretation**" as meaning the evidence provided by the President supports the interpretation provided by the President.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All evidence for a monitoring report presented to the Board directly relates to the Presidential Interpretation.

EVIDENCE

- All evidence in past monitoring reports presented to the Board directly relates to the Presidential Interpretation.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 4

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. **Accept any reasonable President interpretation of the Board policy being monitored as the standard for compliance;**
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "**reasonable President Interpretation**" as meaning a definition given by the President for a specific policy that is deemed reasonable by the Board.

I further interpret "**reasonable**" to be of fair judgment by any average and unaffiliated persons.

I interpret "**standard for compliance**" to mean that a successful demonstration of the President's interpretation means that the policy in question is in compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board accepts all reasonable Presidential interpretations as the standard for compliance.

EVIDENCE

- The Board has accepted all reasonable Presidential Interpretations as the standard for compliance.

I report this section as COMPLIANT.

SECTION – BMD #2d1, 4a

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. **The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.**
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "**final arbiter of reasonableness**" to mean that the Board determines how reasonable a Presidential interpretation is, and their decision is the final say.

I interpret "**reasonable person test**" to mean that the average person with fair judgment could come up with the same interpretation as the President.

I define "**favoured by Board Members or by the Board as a whole**" as a differing interpretation that is preferable to one or more Directors than the one that is presented.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board determines the reasonableness of all interpretations.
- The Board only rejects Presidential interpretations if a reasonable person could not come up with the same, or similar interpretation.

EVIDENCE

- The Board has determined the reasonableness of all interpretations and accepted all Presidential Interpretations thus far with this fact in mind.

I report this section as COMPLIANT.

SECTION – BMD #2d1, 5

Monitoring Executive Performance

BMD #2d1

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I interpret "**monitoring information**" as all related evidence that is provided to the Board of Directors to assess compliance of a specific policy.

I define "**all campuses in which the Union operates**" as being any location where the Students' Union houses offices, and exists to serve the needs of undergraduate students.

I interpret "**discrepancies in compliance**" to mean that it is unclear if a policy is being followed across all campuses where the Union operates.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Evidence from both campuses is included in monitoring reports, when applicable.

EVIDENCE

- Evidence from both campuses have been included in monitoring reports, when applicable.

I report this section as **COMPLIANT**.

SECTION – BMD #2d1, 6

Systematic and rigorous monitoring of Presidential job performance will be solely against the only expected Presidential job products: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

The Board will:

1. Determine the degree to which Board policies are being met through monitoring;
 - a. Information that does not do this will not be considered to be monitoring data.
2. Acquire monitoring information by one or more of three methods:
 - a. by INTERNAL REPORT: in which the President discloses interpretations and compliance information to the Board;
 - b. by EXTERNAL REPORT: in which an external, disinterested 3rd party selected by the Board assesses compliance with the President's interpretation of Board policies; or
 - c. by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.
3. Judge:
 - a. the reasonableness of the President's interpretation; and
 - b. whether data demonstrate accomplishment of the interpretation.
4. Accept **any reasonable President interpretation** of the Board policy being monitored as the standard for compliance;
 - a. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than with interpretations favoured by Board members or by the Board as a whole.
5. Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.
6. All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows:

CGO INTERPRETATION

I define "**all policies that instruct the President**" to be the Board's Executive Limitations (EL) and Ends (E) policies.

I interpret "**frequency and method chosen by the Board**" to be the Board's accepted monitoring schedule that is presented at the start of the fiscal year by the CGO.

I define "**routine schedule**" as the one that is set out in policy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board accepts and follows a monitoring schedule for the year.

EVIDENCE

- The Board accepted a monitoring schedule that has been followed throughout the year.

I report this section as **COMPLIANT**.

Policy	Frequency (Times per year)	Periods of Monitoring	Method
Ends	1	12	Internal Report
EL #1 Global Executive Constraint	2	4, 11	Internal Report
EL #2a Treatment of Consumers	3	4, 8, 12	Internal Report
EL #2b Treatment of Staff	3	4, 8, 12	Internal Report
EL #2c Compensation & Benefits	2	6, 11	Internal Report
EL #2d Financial Condition & Activities	3	5, 9, 11	Internal Report
	1	8	External Report
	2	7, 12	Board Direct Inspection
EL #2e Financial Planning & Budgeting	3	4, 10, 12	Internal Report
EL #2f Asset Protection	3	4, 10, 12	Internal Report
EL #2g Communication & Support to the Board	1	6	Internal Report
EL #2h Executive Succession	1	3	Internal Report
EL #2j Hiring Practices – Unpaid Staff	3	4, 8, 12	Internal Report
EL #2l General Meetings and Elections	1	11	Internal Report
EL #2m Transition of Staff	1	12	Internal Report
EL #2n Hiring Practices – Paid Staff	3	4, 8, 12	Internal Report

MONITORING REPORT

CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER

Board Management Delegation #2d2

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Board Management Delegation policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: September 28, 2024

SECTION – BMD #2d2, 1

In order to ensure that the President conducts themselves according to the policies contained herein, and to ensure that the President continues to work diligently toward the Ends for the Wilfrid Laurier University Students' Union, the following performance management outline is provided.

The Board will:

1. Provide the President with a confidential, such as in-camera, mid-year performance review and discussion during the last week of September;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
2. Provide the President with a confidential review of performance during the last week of January;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
3. Ensure that the President responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.

CGO INTERPRETATION

I define “**confidential mid-year performance review and discussion**” to mean that the Board assesses the performance of the President in-camera.

I further interpret this to mean that the information collected from individual Board members is shared with the President in writing.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board completes a mid-year performance review during the last week in September

EVIDENCE

- The Board completed a mid-year review of the President during the September 23rd meeting.

I report this section as **COMPLIANT**

SECTION – BMD #2d2, 1a

In order to ensure that the President conducts themselves according to the policies contained herein, and to ensure that the President continues to work diligently toward the Ends for the Wilfrid Laurier University Students' Union, the following performance management outline is provided.

The Board will:

1. Provide the President with a confidential, such as in-camera, mid-year performance review and discussion during the last week of September;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
2. Provide the President with a confidential review of performance during the last week of January;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
3. Ensure that the President responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.

CGO INTERPRETATION

I interpret “**performance feedback**” to be the information collected from Directors of the Board regarding Presidential performance.

I interpret “**on behalf**” to mean that the Chair of the Board is specially empowered to speak for the Board as a whole.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The performance feedback meeting takes place with the Board in an in- camera session, and the Executive Director facilitates the meeting.

EVIDENCE

- The midterm performance meeting of the President is scheduled to take place in October 2024 with the review of the Chair and the Board and was led by Chair Russo with the Executive Director and COO Phil Champagne.

I report this section as **COMPLIANT**.

SECTION – BMD #2d2, 2

In order to ensure that the President conducts themselves according to the policies contained herein, and to ensure that the President continues to work diligently toward the Ends for the Wilfrid Laurier University Students' Union, the following performance management outline is provided.

The Board will:

1. Provide the President with a confidential, such as in-camera, mid-year performance review and discussion during the last week of September;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
2. Provide the President with a confidential review of performance during the last week of January;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
3. Ensure that the President responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.

CGO INTERPRETATION

I interpret “**confidential review of performance**” to mean that the Board assesses the performance of the President in-camera.

I further interpret this to mean that the information collected from individual board members is shared with the President.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board completes a performance review during the last meeting of March, and the information is shared with the President accordingly.

EVIDENCE

- The Board performance review for the President will occur during one of the March meetings.

I report this section as **COMPLIANT**.

SECTION – BMD #2d2, 2a

Monitoring Executive Performance – Performance Feedback

BMD #2d2

In order to ensure that the President conducts themselves according to the policies contained herein, and to ensure that the President continues to work diligently toward the Ends for the Wilfrid Laurier University Students' Union, the following performance management outline is provided.

The Board will:

1. Provide the President with a confidential, such as in-camera, mid-year performance review and discussion during the last week of September;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
2. Provide the President with a confidential review of performance during the last week of January;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
3. Ensure that the President responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.

CGO INTERPRETATION

I define “**performance feedback**” to be the information collected from Directors of the Board regarding Presidential performance.

I interpret “**on behalf**” to mean that the Chair of the Board is specially empowered to speak for the Board of Directors as a whole.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The performance feedback meeting takes place with the President and the Chair of the Board, and is facilitated by the Executive Director.

EVIDENCE

- The year-end performance meeting of the President will be scheduled in April 2025 with the review of the Chair and the Board and will be led by Chair Russo with the Executive Director and COO Phil Champagne.

I report this section as **NON-COMPLIANT**.

SECTION – BMD #2d2, 3

In order to ensure that the President conducts themselves according to the policies contained herein, and to ensure that the President continues to work diligently toward the Ends for the Wilfrid Laurier University Students' Union, the following performance management outline is provided.

The Board will:

1. Provide the President with a confidential, such as in-camera, mid-year performance review and discussion during the last week of September;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
2. Provide the President with a confidential review of performance during the last week of January;
 - a. The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.
3. Ensure that the President responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.

CGO INTERPRETATION

I interpret “**responds in writing**” to mean that the President submits a formal response to the Board.

I interpret “**performance discussion**” to be the meeting held between the Chair of the Board, President and Executive Director regarding the performance review of the President completed by the Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The president responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion

EVIDENCE

- The performance discussion has not occurred yet; therefore the President cannot provide a formal response to the Board at this time.

I report this section as **NON-COMPLIANT**.



Wilfrid Laurier University Students' Union
Board of Directors

DATE: September 23, 2024

LOCATION: 2nd Floor, Fred Nichols Campus Centre
75 University Ave. W, Waterloo, N2L 3C5 and Online via Zoom
Board of Directors Meeting

Board of Directors Present:

Chair of the Board & Chief Governance Officer: Gabrielle Russo;
Vice Chair of the Board: Lulia Habtemichael;
Directors: Natalie Bounket, Noah Espiritu, Avinash Godse-Shah, Aya Ijam, Nicole Lehecka,
Daniel Rubinoff, Anya Russolo, Griffin St. George, Bilal Tariq;

Staff Present:

Policy, Research & Advocacy Director: Ian Muller;
Director, Finance & Administration: Chris Turner;

Gallery Present:

President & Chief Executive Officer: Ben Jesseau
Board of Governors Candidates: Abdul Aziz Hyder, Ahmadshahir Ahmadi, Aryan Srivastava,
Hasti Karimpour Ghanadi, Kritika Sunil Kamath, Markos Samuel, Miguel Gonzalez, Nathan
Arseneau, Yelana Ayala Angumba;
Board Secretary: Zhanna Latysheva;

1. **Call to Order**, Chair Russo

The meeting was called to order via Zoom on September 23, 2024, at 6:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

2. **Regrets**, Chair Russo

- Director Nakshatra sent her regrets.

3. **Attendance Notes**, Chair Russo

- Director Lehecka left early at approximately 6:45 PM.
- Director Daniel Rubinoff joined the meeting at 6:55 PM.
- Board of Governors candidates left the meeting at approximately 7:06 PM.

4. **Conflicts of Interest**, Chair Russo

- Conflicts of interest reported by Director Ijam and Vice Chair Habtemichael resulting in their abstention from the vote in the Board of Governors Election.

5. **Adoption of Agenda**, Chair Russo

MOTION (Director Habtemichael/Director Bounket) that the Board of Directors adopt the agenda as presented. **CARRIED**.

6. **Adoption of Consent Agenda**, Chair Russo

MOTION (Director Russolo/Director St. George) that the Board of Directors adopt the consent agenda as presented. **CARRIED.**

7. Comments from the Chair of the Board & CGO, Chair Russo

- Discussion on the upcoming meeting in Brantford on October 7, 2024.
- Attendees confirmed their availability or expressed the need to check schedules.

8. Comments from the President & CEO, President Jesseau

- Update on recent meetings with Andrea Davis (Associate Vice-President: Equity, Diversity and Inclusion) and David McMurray (Vice-President: Student Affairs).
- Announcement of Consent Awareness Week activities.
- Ongoing project regarding student access to support services.
- Weekly programming updates: Trivia and Bingo events at Wilf's.

9. Spring/Summer Term Financial Report, Chris Turner

- Overview of financial reporting for the first four months of the fiscal year.
- Revenue and expense breakdown highlighted; deficit of approximately \$2 million noted as typical for this period.
- Discussion on cash reserves and financial management strategies.
- Clarifications provided on food service operations during the summer months.

10. Board of Governors By-Election, Chair Russo

- Nine candidates introduced for the by-election.
- Candidates given two minutes for self-introduction, followed by Q&A session.
- Miguel Gonzalez was voted for the Board of Governors.
- Recommendation for other candidates to run in upcoming elections; nomination package opens in December, elections in January.

11. Winter's a Drag Sponsorship Expense (10K), President Jesseau

- Discussion on funding for the Winter Drag event.
- Request for approval of \$10,000 in funding, with \$7,000 from the existing budget and an additional \$3,000 from the programming and services budget.

MOTION (Director Ijam/Director Espiritu) to approve Winter's a Drag Sponsorship Expense (10K). **CARRIED.**

12. Student Life Levy Committee Election, Chair Russo

- Overview of the Student Life Levy committee and its purpose.
- Information about the first meeting scheduled for November 27 to be shared.

MOTION (Director Tariq/Director Bounket) to elect Chair Russo, Director Godse-Shah, Director Tariq, and Director Habtemichael to the Student Life Levy Committee. **CARRIED.**

13. In-Camera Session, Chair Russo

MOTION (Director Tariq/Director St. George) that the Board of Directors, Director Muller and Secretary Latysheva proceed to an in-camera session. **CARRIED**

14. Announcements, Chair Russo

- No announcements.

15. Adjournment, Chair Russo

MOTION (Director Rubanoff/Director Russolo) that the Board of Directors adjourn the September 23, 2024, Meeting. **CARRIED.**

The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

Gabrielle Russo

Chair of the Board & Chief Governance Officer
2024-2025 Wilfrid Laurier University Students' Union

WILFRID LAURIER UNIVERSITY
**STUDENTS'
UNION** 

2025 ELECTION POLICY

Effective: TBD

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DEFINITIONS

- a) **Academic Year** - The period beginning with the Fall semester, and progressing through the Winter and Spring/Summer semesters.
- b) **Active Campaigning** - Any act where a vote is solicited by the candidate or their Executive and General Campaign Teams.
- c) **Candidate** - Any individual running for an elected position available to students of Wilfrid Laurier University and members of the Students' Union.
- d) **Election** - The formal process of electing or being elected, in this context the Students' Union elections.
- e) **Elections Committee** – The group of individuals overseeing the general conduct and execution of elections on behalf of the Board of Directors. Chaired by the Chief Returning Officer, membership includes the Deputy Returning Officer (Brantford), and Assistant Returning Officer (if applicable), with full-time staff support provided by the Director, Policy Research and Advocacy. The Chief Governance Officer supervises the Chief Returning Officer and the elections process.
- f) **Election period** - The days when candidates are campaigning for elected positions.
- g) **Endorsement** - The act of giving obvious public approval or support of another candidate.
- h) **Executive Campaign Team** - The leadership team supporting a candidate, including the candidate, their campaign manager, the official agent, and the scrutineer(s).
- i) **General Campaign Team** - The group of members a candidate assembles to assist with campaigning.
- j) **Executive Leadership Team** - The Students' Union President and their Vice-Presidents and Associate Vice Presidents.
- k) **Member** - Students registered in an undergraduate program at Wilfrid Laurier University, enrolled in at least 0.5 course credits, and have paid all applicable fees.
- l) **Nominee** - A person seeking candidacy during the Students' Union elections.
- m) **Nomination** - The process through which a member seeks to become a candidate for an elected position or Referendum Chair
- n) **Promotional Materials** - All materials used in the promotion of a candidate containing their name, likeness, image or brand.
- o) **Referendum Chair** – The individual nominated to promote a “Yes” or “No” vote for a specific referendum question.
- p) **Referendum Team** – The group of members officially assisting a Referendum Chair while campaigning.
- q) **Scrutineer** - The individual selected by a candidate to observe the process of vote collection and tabulation.
- r) **Social media platforms** - Any internet-based technology, websites, and mobile applications which enable users to create and share content and/or participate in social networking.
- s) **Voting period** - The days when members are able to cast their votes.

PURPOSE OF THIS POLICY

The purpose of this policy is to outline the rules for elected student positions with the Wilfrid Laurier University Students' Union and the Wilfrid Laurier University Board of Governors and Senate. Each member must adhere to each of the following regulations and procedures, which expand on the instructions for elections established by the Constitution of the Students' Union.

1. ELECTION OFFICIALS

- 1.1. The Chief Governance Officer supervises the Chief Returning Officer and the elections process.
- 1.2. The Chief Returning Officer is hired by the Students' Union Board of Directors, and will oversee the general conduct and execution of elections on behalf of the Board of Directors.
 - 1.2.1. The Chief Returning Officer will chair the Elections Committee, which is composed of the Deputy Returning Office (Brantford), and any others as determined by the Students' Union Board of Directors.
 - 1.2.2. The Director, Policy Research and Advocacy will serve as the full-time staff support to the Elections Committee.

2. ELECTED POSITIONS

- 2.1. The members of the Students' Union will elect:
 - 2.1.1. One (1) President of the Students' Union;
 - 2.1.2. Twelve (12) members to the Students' Union Board of Directors;
 - 2.1.2.1. At least two (2) members must be elected from each campus in which the Students' Union operates.
 - 2.1.3. Undergraduate student representative(s) to the Wilfrid Laurier University Board of Governors, subject to available seats as per the *Wilfrid Laurier University Act*;
 - 2.1.4. Undergraduate student representative(s) to the Wilfrid Laurier University Senate, subject to available seats as per the *Wilfrid Laurier University Act*;

3. REFERENDUM QUESTION SUBMISSION

- 3.1. The Students' Union will inform the members of their right to submit referendum questions no less than thirty-five (35) days prior to the first regularly scheduled Students' Union Board of Directors' meeting in December.
- 3.2. Referendum questions must be submitted no less than five (5) business days prior to the first regularly scheduled Board of Directors' meeting in December.
- 3.3. Referendum questions must include:
 - 3.3.1. The purpose and rationale for the question;
 - 3.3.2. The cost of any associated fee;
 - 3.3.3. Any inflationary costs and how they will impact the fee;

- 3.3.4. A date of implementation;
- 3.3.5. Eligible voting members;
- 3.3.6. If the fee is intended to be compulsory, the justification for mandatory participation;
- 3.3.7. Any impact on previously approved referendum questions.

4. REFERENDUM QUESTION REVIEW

- 4.1. Prior to being included on the ballot, proposed referendum questions are assessed for compliance by the Wilfrid Laurier University Committee on Non-Tuition Fee Assessment.
- 4.2. The Students' Union Board of Directors is the final arbiter of all referendum questions asked during the Annual General Meeting and evaluates submissions based on the following principles:
 - 4.2.1. Questions must not violate any Canadian laws or the policies and procedures of Wilfrid Laurier University and the Students' Union;
 - 4.2.2. Question must not contradict any of the Students' Union's contractual obligations;
 - 4.2.3. Any proposed fees must adhere to the Protocol Agreement on Non-Tuition Fees between the Students' Union, Wilfrid Laurier University, and the Graduate Students' Association;
 - 4.2.4. Fees or programs established by referendum should not duplicate existing levies or services;
 - 4.2.5. Any fee proposed will be considered in relation to the total existing ancillary fee burden.

5. ANNUAL MEETING

- 5.1. The Annual Meeting of the members of the Students' Union shall be held in person immediately prior to the announcement of the election results.
- 5.2. The Students' Union Board of Directors may, where circumstances justify and when approved by a two-thirds (2/3) majority vote, postpone the Annual Meeting until March, as outlined by the Students' Union Constitution.
- 5.3. Members will be provided at least thirty (30) days' notice of the Annual Meeting.

6. ELIGIBILITY FOR NOMINATION

- 6.1. The nomination period shall be a minimum of fourteen (14) days.
- 6.2. Each member of the Students' Union will have the opportunity to vote for any candidate standing for election.
- 6.3. Each member of the Students' Union will have the opportunity to vote on referendum questions applicable to their registration status;

- 6.3.1. Referendum questions may limited to undergraduate students registered on a specific campus or enrolled in a specific program of faculty.
- 6.4. Each member of the Students' Union will have the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate, as long as they remain a member during the Fall and Winter semesters of the current academic year.
 - 6.4.1. As per the *Wilfrid Laurier University Act* an undergraduate student is not eligible for election to the Senate if they are a member of the faculty, staff, student body, governing body or senate of any other degree-granting university, college, or other institution of higher learning.
- 6.5. Each member of the Students' Union will have the opportunity to be nominated as a Referendum Chair, as long as they remain a member during the Fall and Winter semesters of the current academic year;
 - 6.5.1. For each referendum question there may be both one "Yes" campaign Referendum Chair and one "No" campaign Referendum Chair.
- 6.6. An undergraduate student enrolled in a co-operative education program has the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate, or serve as a Referendum Chair.
- 6.7. All directors of the Board, provided they are still members and are enrolled in courses for the entirety of the current academic year, have the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier Board of Governors, and the Wilfrid Laurier University Senate.
 - 6.7.1. A director of the Board must declare a conflict of interest during the election period, and refrain from using their position to seek any nomination, or be elected to any position.
- 6.8. All members of the Executive Leadership Team, provided they are still members and are enrolled in courses for the entirety of the current academic year, have the opportunity to be nominated as a candidate for President, the Students' Union Board of Directors, the Wilfrid Laurier University Board of Governors, and the Wilfrid Laurier University Senate;
 - 6.8.1. A member of the Executive Leadership Team must take a leave of absence from their role, or utilize vacation time during the election period;
 - 6.8.1.1. The departmental responsibilities of the Executive Leadership Team member seeking election will be reassigned at the discretion of the Students' Union President and Chief Executive Officer.
- 6.9. The following individuals are not permitted to be nominated as a Referendum Chair, or campaign for any referendum:
 - 6.9.1. A director of the Board not standing for election;
 - 6.9.2. An Appeals Committee member;
 - 6.9.3. An Elections Team member;
 - 6.9.4. A member of the Executive Leadership Team;
 - 6.9.4.1. In cases where a referendum question impacts the financial position, or the operations of the Students' Union, a member of the

Executive Leadership Team not seeking election may serve as a Referendum Chair, and are entitled to use Students' Union resources, so long as they follow budget limits and all provisions of the Election Policy.

7. NOMINATION PACKAGES

- 7.1. Nomination packages must be made available to the membership no later than two weeks prior to the close of the nomination period.
- 7.2. The package should include the following:
 - 7.2.1. The date on which the nomination period ends;
 - 7.2.2. The date, time, and location of the All-Candidates meeting;
 - 7.2.3. A copy of the Election Policy;
 - 7.2.4. Descriptions of all positions open for election;
 - 7.2.5. A "Proof of Age Form," which must be completed by the nominee and their perspective agent, along with a copy of government-issued identification;
 - 7.2.6. A copy of the "Student Elections Candidates Code of Conduct" (See Appendix "A");
 - 7.2.7. A "Nomination Form" which must include the following completed requirements:
 - 7.2.7.1. A declaration of candidacy and acknowledgement of the policies governing Students' Union elections;
 - 7.2.7.2. At least twenty-five (25) signatures from members for a nominee seeking election for Students' Union President and Chief Executive Officer;
 - 7.2.7.3. At least ten (10) signatures from members for a nominee seeking election to the Students' Union Board of Directors;
 - 7.2.7.4. At least ten (10) signatures from members for a nominee seeking to be a Referendum Chair;
 - 7.2.7.5. At least ten (10) signatures from members for a nominee seeking election to the Wilfrid Laurier University Board of Governors;
 - 7.2.7.6. At least ten (10) signatures from members for a nominee seeking election to the Wilfrid Laurier University Senate;
 - 7.2.7.7. An "Agent Form," which must be completed by the nominee and their prospective Agent, and authorizes that individual to act on behalf of the nominee when required;
 - 7.2.7.8. A "Scrutineer Form," which must be filled out and submitted by noon on the day prior to the opening of polls;
 - 7.2.7.8.1. Scrutineers must be members of the Students' Union not standing for election.
- 7.3. All nomination package components must be completed and submitted to the Chief Returning Officer via email at sucro@wlu.ca or dropped off at the SU Desk during operating hours before the close of the nomination period.
- 7.4. A member is not permitted to be nominated for both Students' Union President & Chief Executive Officer and Students' Union Board of Directors.

8. WITHDRAWAL OF NOMINATION

- 8.1. Any nominee or candidate may withdraw their declaration of candidacy or nomination by providing signed written notice to the Chief Returning Officer.
- 8.2. Any nominee or candidate who withdraws their declaration of candidacy prior to the conclusion of the nomination period will not be bound by elections policies.
- 8.3. Any nominee or candidate who withdraws their nomination after the conclusion of the nomination period must not publicly endorse any other candidate and must abide by this election policy until the conclusion of the election period.

9. RE-OPENING OF NOMINATIONS

- 9.1. If there are fewer than twelve (12) candidates for seats on the Board of Directors, those who submitted nomination forms by the deadline shall be acclaimed and nominations may be reopened for a period of five (5) days to fill the remaining spots.
 - 9.1.1. If there are still fewer than twelve (12) candidates for the Board of Directors after the re-opening period, the issue will be referred to the current Board of Directors for direction.
- 9.2. If there are fewer nominations than the seats up for election on the Wilfrid Laurier University Board of Governors, any candidate(s) who submitted a nomination by the deadline shall be acclaimed and nominations reopened for a period of five (5) days to fill any remaining spots.
- 9.3. If there are fewer nominations than the seats up for election on the Wilfrid Laurier University Senate, any candidate(s) who submitted a nomination by the deadline shall be acclaimed and nominations reopened for a period of five (5) days to fill any remaining spots.

10. SINGLE CANDIDATE FOR PRESIDENT

- 10.1. In the event there is only one (1) candidate for President, a “Yes” or “No” vote will be held, with a simple majority required to pass.

11. AGENTS

- 11.1. Each candidate or Referendum Chair shall be entitled to one (1) Agent, who must be a member of the Students’ Union.
- 11.2. An Agent is recognized as an official representative, and is empowered to operate on behalf of the candidate or Referendum Chair.
- 11.3. The following positions are ineligible from serving as a candidate’s Agent:
 - 11.3.1. A director of the board;
 - 11.3.2. An Appeals Committee member;
 - 11.3.3. An Elections Committee member;
 - 11.3.4. A member of the Students’ Union Executive Leadership Team

- 11.3.5. A candidate for election;
- 11.3.6. A referendum Party Chair;
- 11.3.7. A Scrutineer.

12. ALL-CANDIDATES MEETINGS

- 12.1. An all-candidates meeting will be held following the conclusion of the nomination period and prior to the start of the campaigning period;
 - 12.1.1. Additional all-candidates meeting may be scheduled at the discretion of the Chief Governance Officer in consultation with the Chief Returning Officer.
- 12.2. Candidates must be notified at least seventy-two (72) hours in advance of any changes in date, time, or location of any all-candidates meeting.
- 12.3. All candidates must be present, or represented by their agent, at any all-candidates meetings.
 - 12.3.1. If a candidate or their agent is not present at an All-Candidates meeting, they will be immediately disqualified.
 - 12.3.1.1. Disqualification for failure to attend an All-Candidates meeting where the date, time, or location was changed is subject to appeal.

13. CAMPAIGNING

13.1. General guidelines

- 13.1.1. Active campaigning will commence at 9:00am on the first day of the campaign period as communicated in the nomination packages and ends a half-hour prior to the opening of polling.
 - 13.1.1.1. While candidates or Referendum Chairs are not permitted to actively campaign during the voting period, digital campaign materials may remain in place so long as it is demonstrable that they were authored and posted or distributed prior to the end of the campaign period.
 - 13.1.1.2. The Chief Returning Officer, with the support of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, will arbitrate any conflicts involving what may, or may not be considered campaigning.
 - 13.1.1.3. The decision made by the Chief Returning Officer, with respect to campaigning, can be appealed to the Appeals Committee by contacting the Chief Governance Officer.
- 13.1.2. Candidates are prohibited from using the assets of the Students' Union, or any Students' Union business to promote their candidacy.
 - 13.1.2.1. In cases where a referendum question impacts the financial position, or the operations of the Students' Union, a Referendum

Chair is entitled to use Students' Union resources, so long as they follow budget limits and all provisions of the Election Policy.

- 13.1.3. Candidates shall not use any employment or volunteer role with any external business or organization to promote their candidacy.
- 13.1.4. The following individuals are prohibited from campaigning or serving on the Executive or General Campaign Team for any candidate:
 - 13.1.4.1. A director of the board not standing for election;
 - 13.1.4.2. An Appeals Committee member;
 - 13.1.4.3. An Elections Committee member;
 - 13.1.4.4. A member of the Executive Leadership Team not standing for election.
- 13.1.5. Candidates who withdraw from the election are prohibited from campaigning on behalf of another candidate.
- 13.1.6. All candidates shall refrain from endorsing, supporting, or campaigning on behalf of another candidate running for any position.

13.2. Campaigning on campus

- 13.2.1. Campaigning is prohibited in the following areas:
 - 13.2.1.1. The Students' Union offices;
 - 13.2.1.2. The Office of the University Secretariat.
- 13.2.2. Candidates and Referendum Chairs are permitted to campaign in Students' Union business operations at the discretion of the relevant manager, and with the prior approval of the Chief Returning Officer.
- 13.2.3. The following rules as set out by the Department of Residence Life shall apply to any campaigning within residence buildings:
 - 13.2.3.1. All posters to be distributed within campus shall be provided to the Chief Returning Officer or their designate.
 - 13.2.3.2. No active or passive promotion of candidacy or a referenda stance will take place in any residence building unless at a Residence Life sanctioned event.
 - 13.2.3.3. Residence staff who decide to endorse or become part of an election campaign shall follow the guidelines established by the Department of Residence;
 - 13.2.3.4. No shirts, posters, flyers, or any type of public endorsement can be shown in residence, including the rooms of Residence Staff;
 - 13.2.3.5. Residence Life Staff and Students' Union Icebreakers are not to utilize their position to solicit first year student votes in, or outside of their residence buildings.
- 13.2.4. Candidates will limited to a maximum of four (4) hours of booked stationary campaigning (e.g. "boothing") per day, per campus;
 - 13.2.4.1. Candidates must register stationary campaigning times in advance as directed by the Chief Returning Officer.

13.3. Online campaigning

- 13.3.1. Candidates (including their Executive Campaign Team and General Campaign Team members) and Referendum Chairs are not permitted to make use of any privileged access to the social media accounts of any Students' Union businesses, committees, clubs, faculty associations, or third-party organizations for campaign purposes.
 - 13.3.1.1. In cases where a referendum question impacts the financial position, or the operations of the Students' Union, a Referendum Chair is entitled to use Students' Union resources, so long as they follow budget limits and all provisions of the Election Policy.
- 13.3.2. The distribution of campaign materials or vote solicitation by email is **NOT** permitted.
- 13.3.3. The Chief Returning Officer or their designate must approve in advance any third-party endorsements that will be communicated digitally.
 - 13.3.3.1. Candidate and Referendum Chair authorized social media accounts are not permitted to post any content other than the official Students' Union #LaurierVotes marketing content during the voting period. Existing content, authored during the campaign period, may remain posted on authorized candidate accounts during the voting period.
- 13.3.4. The Executive Campaign Team must make all reasonable efforts to ensure that General Campaign Team members follow the online campaigning guidelines.
- 13.3.5. Individual social media activity on accounts not declared for candidate use, including displaying support for campaign posts, sharing promotional material, or altering profile pictures is **NOT** considered campaigning.

14. EXPENDITURES

- 14.1. Candidates for Students' Union President are limited to expenses, sponsorships, and gifts-in-kind totalling seven hundred dollars (\$700).
- 14.2. Candidates for the twelve (12) Students' Union Board of Director positions are limited to expenses, sponsorships, and gifts-in-kind totalling one hundred and fifty dollars (\$150).
- 14.3. Candidates for the University Board of Governors and Senate are limited to expenses, sponsorships, and gifts-in-kind totalling fifty dollars (\$50).
- 14.4. Referendum Chairs are limited to expenses, sponsorships, and gifts-in-kind totalling four hundred and fifty dollars (\$450).
- 14.5. Candidates and Referendum Chairs will be reimbursed by the Students' Union for one hundred percent (100%) of their campaign expenses, unless maximum allowable limits are surpassed.

- 14.6. Candidates pursuing multiple elected positions are restricted to the largest expenditure limit allocated to any of the positions for which they hold a nomination.
 - 14.6.1. This restriction does not apply if a candidate is simultaneously a Referendum Chair.
- 14.7. Candidates are required to submit receipts in order for campaign materials to be approved and received.
- 14.8. It is the candidate's responsibility to monitor their expenditures.
 - 14.8.1. Upon request, all candidates must be able to report their total expenditures to the Chief Returning Officer, or their designate.
- 14.9. A candidate's expense limit will be increased commensurate to the cost of any demonstrable damaged or missing campaign materials.

15. PROMOTIONAL MATERIALS

15.1. General guidelines

- 15.1.1. The Chief Returning Officer or their designate must approve in advance all promotional material used for campaigning, regardless of medium.
 - 15.1.1.1. The Chief Returning Officer will rely on the Students' Union Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Student Code of Conduct, Wilfrid Laurier University Poster Regulations, and all other relevant University policies and applicable laws when approving promotional materials.
 - 15.1.1.2. Candidates may submit promotional materials for early approval after the all-candidates meeting prior to the campaign period but may not release them or officially begin campaigning until active campaigning begins.
- 15.1.2. On all promotional materials candidates are required to include:
 - 15.1.2.1. #LaurierVotes branding;
 - 15.1.2.2. The position for which they are a candidate;
 - 15.1.2.3. "Wilfrid Laurier University Students' Union" or a colloquialism approved by the Chief Returning Officer;
 - 15.1.2.4. "Wilfrid Laurier University," if a candidate is running for a position on the Wilfrid Laurier University Board of Governors or Senate.
- 15.1.3. The use of trademarks, registered trademarks, and/or copyrighted does not imply endorsement for a candidate.
- 15.1.4. Any explicit endorsements must first be registered with the Chief Returning Officer before being included on promotional materials.

15.2. Promotional materials on campus

- 15.2.1. Before displayed, all physical promotional materials must be approved by the Chief Returning Officer.
 - 15.2.1.1. This includes all material utilized for candidate outreach at display booths or other forms of member interaction.

- 15.2.2. A physical poster limit will be listed in the nomination packages at the discretion of the Chief Returning Officer prior to the commencement of the campaign period.
- 15.2.2.1. Candidates pursuing multiple elected positions are restricted to the highest physical poster allocated to any of the positions for which they hold a nomination.
- 15.2.2.2. In the case where two or more names, photographs, personal likenesses, or brands appear on promotional material, each candidate will be deemed to have contributed to their physical poster limit.
- 15.2.2.3. All candidates and Referendum Chairs must submit a detailed poster location list to the Chief Returning Officer, or a member of the Elections Committee within twenty-four (24) hours of placement.
- 15.2.2.4. Before displayed, all physical posters must receive the appropriate permission and stamp from the Chief Returning Officer, or their designate, and the relevant authorized campus partner:
- 15.2.2.4.1. Residence buildings – Manager of Residential Services and Housing Office;
- 15.2.2.4.2. Waterloo Athletic Complex – Athletic Complex Office;
- 15.2.2.4.3. All other university buildings – Office of Students Affairs.
- 15.2.2.4.4. The placement of all physical posters must adhere to the following guidelines:
- 15.2.2.4.5. No physical promotions material may be distributed or posted off campus;
- 15.2.2.4.6. Masking tape must be used to attach poster to brick walls);
- 15.2.2.4.7. Only thumb tacks or staples may be used to attach promotional materials to bulletin boards.
- 15.2.3. All physical promotions material must be removed one hour following the end of voting.

15.3. Digital promotions and social media

- 15.3.1. The distribution of campaign materials, digital promotion or vote solicitation by email is **NOT** permitted.
- 15.3.2. All social media platforms (accounts) intended for campaigning and promotional use must be declared, approved, and registered with the Chief Returning Officer, or their designate prior to use.
- 15.3.3. Candidates and Referendum Chairs are individually responsible for all content disseminated on registered social media platforms.
- 15.3.4. All social media content, whether written, audio, or video, must adhere to the Students' Union Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws.
- 15.3.5. Social media platforms are not permitted to promote a potential candidacy or referendum question before they are approved by the Chief Returning Officer, and prior to the commencement of the elections period.

- 15.3.6. During the elections period all registered candidate and referendum social media platforms must be available publicly; Candidates and Referendum Chairs are not permitted to contact students or advertise their candidacy in pre-existing social media groups (e.g. Facebook group for Laurier Class of 20XX, Snapchat groups, subreddits, etc.).
- 15.3.7. Students have the right to request the removal of their photograph or likeness from any candidate or Referendum Chair's digital promotion or social media platform content.
- 15.3.8. Any sponsored social media posts must be pre-approved by the Chief Returning Officer, properly adhere to Election Policy expenditure guidelines, and scheduled to end prior to the start of voting days.

16. VOTING

- 16.1. Voting will be conducted for a minimum of thirty-six (36) hours;
 - 16.1.1. Voting will open at 8:00am on the first day of voting and close at 8:00pm on the last day of voting.
- 16.2. Voting will be conducted by electronic ballot.
- 16.3. Each electronic ballot will include:
 - 16.3.1.1. Separate sections for each distinct question asked;
 - 16.3.1.2. A list of the candidates running for each elected position;
 - 16.3.1.3. A question asking the voter to rank their preferred candidates for each elected position;
 - 16.3.1.4. Any referendum questions put to their membership, in the form of a "yes" or "no" question.
- 16.4. A ballot will be considered official upon submission.
- 16.5. An online ballot will be considered spoiled if the voter selects the spoiled vote option on the electronic ballot;
 - 16.5.1. Spoiled ballots will be counted towards quorum.
- 16.6. At the discretion of the Chief Returning Officer, polling stations may be located in the Concourse of the Fred Nichols Campus Centre, the Science Building, Lazaridis Hall, the Peters Building, the Aird, Building, the Bricker Academic Building, the Brantford Student Centre, and the RCW Building.
 - 16.6.1. The Chief Returning Officer, Deputy Returning Officer, or an elections volunteer will be located at each polling station for the duration of the voting period.
 - 16.6.2. Polling stations must be located a minimum of ten (10) feet in all directions from the electronic voting device.
 - 16.6.2.1. The Chief Returning Officer has the authority to expand this minimum distance.
- 16.7. Scrutineers will be allowed to observe all voting areas, but is prohibited from interfering with each member's right to a secret ballot.
- 16.8. Scrutineers are permitted to observe the Chief Governance Officer produce the electronic ballot totals;

- 16.8.1. Scrutineers are not permitted to leave the location where the ballot tallies are produced until the Chief Returning Officer has publicly announced the official election results;
- 16.8.2. Scrutineers who divulge any elections results prior to the official announcement will sacrifice their candidate or Referendum Chair's expenditures reimbursement.
- 16.9. The Chief Governance Officer will cast a vote in writing prior to the opening of polls;
 - 16.9.1. The Chief Governance Officer will cast a separate vote for each position by ranking each candidate in order of preference, sealing each ballot if there is more than one in a separate marked envelope, and delivering all the envelopes to the Chief Returning Officer.
 - 16.9.2. The Chief Governance Officer will provide a copy of these ballots in a sealed envelope to the individual responsible for inputting the tie-breaking votes into the Single-Transferable Vote and Optional Instant Runoff Voting systems.
 - 16.9.3. Only in the case of a tie vote for an elected position will the Chief Governance Officer's vote be recorded.

17. RESULTS

- 17.1. The following individuals may be allowed in the physical or digital results room:
 - 17.1.1. Chief Returning Officer;
 - 17.1.2. Chief Governance Officer;
 - 17.1.3. Deputy Returning Officer(s);
 - 17.1.4. Members of Elections Committee;
 - 17.1.5. Members of the Appeals Committee;
 - 17.1.6. Campaign Scrutineers;
 - 17.1.7. Director, Policy Research & Advocacy.
- 17.2. All appeals must be heard and ruled upon prior to the official release of the results.
- 17.3. In the event that a candidate is disqualified, the Students' Union Board of Directors shall make a ruling prior to the opening of the ballots.
- 17.4. The results will not be disclosed until they have been officially announced by the Chief Governance Officer

18. DEMERITS AND DISQUALIFICATIONS

- 18.1. The Chief Returning Officer, with the assistance of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, will be responsible for enforcing campaign regulations, and has the power to impose demerits against any candidate for violations of the Students' Union By-Laws, Elections Policy, the Student Elections Code of Conduct, the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws.
- 18.2. Demerits may be charged to a candidate for any violations committed by the candidate or Referendum Chair, their Agent, or their Scrutineer.

- 18.3. Demerits will be categorized as either minor, moderate, or major offences;
- 18.3.1. **Minor offences are worth one (1) demerit point and may include, but are not limited to:**
- 18.3.1.1. Promotional and digital material violations.
- 18.3.2. **Moderate offences are worth three (3) demerit points and may include, but are not limited to:**
- 18.3.2.1. Campaigning or promotion violations;
- 18.3.2.2. Formal campaigning on Election Day;
- 18.3.2.3. Campaigning within the restricted area around voting booths;
- 18.3.2.4. Distribution of unapproved campaign materials;
- 18.3.2.5. Repetition of minor offences;
- 18.3.2.6. Exceeding expenditure limits by up to ten (10) percent;
- 18.3.2.7. Endorsing or campaigning on behalf of a candidate running for another position.
- 18.3.3. **Major offences are worth five (5) demerit points and may include, but are not limited to:**
- 18.3.3.1. Slander, which means the verbal defamation of a character not based on proven fact;
- 18.3.3.2. Libel, which means written defamation of character not based on proven fact;
- 18.3.3.3. Abuse of campaign funds, including:
- 18.3.3.3.1. Exceeding the expenditure limit by more than ten (10) percent but less than twenty (20) percent;
- 18.3.3.3.2. Using campaign funds for non-campaign expenses.
- 18.3.3.4. Abuse of a candidate or Referendum Chair's position;
- 18.3.3.5. The use of email to campaign or solicit votes;
- 18.3.3.6. Endorsement of a candidate following withdrawal from the election period.
- 18.4. The Chief Returning Officer, with the assistance of the Chief Governance Officer and the Elections Committee, and in consultation with the Director, Policy Research and Advocacy, where necessary, may declare an act not explicitly described above as either a minor, moderate, or major demerit.
- 18.5. Written notice of any violation(s) will be provided to the candidate or Referendum Chair for review by 8:30am the next business day.
- 18.6. Notice of violation(s) on Election Day will be immediately provided to the candidate or Referendum Chair by a member of the Elections Committee.
- 18.7. **If a candidate or Referendum Chair receives seven (7) demerits, they automatically forfeit fifty percent (50%) of their expenditures reimbursement.**
- 18.8. **A candidate or referendum question may be disqualified under the following circumstances:**
- 18.8.1. The Chief Returning Officer will disqualify a candidate or referendum question if the campaign is charged with ten (10) demerit points.
- 18.8.2. The Chief Returning Officer will disqualify a candidate or referendum question if the campaign exceeds its maximum allowable expenditure limit by twenty (20) percent.

- 18.9. The Board of Directors, on the advice of the Chief Returning office and with a 2/3 majority vote, may disqualify a candidate or referendum question for a **severe infraction** that exceeds multiple major offences;
- 18.9.1. The Board of Directors must review the evidence of a severe infraction in public session and vote that the case for disqualification exists beyond a reasonable doubt;
- 18.9.2. A candidate or Referendum Chair facing a severe infraction disqualification will be provided with no less than twenty-four (24) hours' notice of the special meeting, for the purpose of preparing a defence.
- 18.9.3. In the event a disqualification recommendation is presented to the Students' Union Board of Directors on Election Day, the candidate in question will be given no less than one (1) hours' notice of the special meeting, for the purpose of preparing a defence.
- 18.10. At no point will any candidate be penalized due to an error in interpretation, or by failure of the Chief Returning Officer, or any member of the Elections Committee, or the Chief Governance Officer to execute their respective responsibilities/duties as outlined by the Elections Policy, or by failing to provide clear, accurate, unbiased and timely instruction or direction

19. APPEALS

- 19.1. **The Appeals Committee** will consist of the following:
- 19.1.1. The Chief Governance Officer, who will serve as committee Chair;
- 19.1.2. Two Directors of the Students' Union Board of Directors, elected by the Board;
- 19.1.2.1. Directors sitting on the Appeals Committee must not be a member of any campaign team;
- 19.1.2.2. Directors sitting on the Appeals Committee must not openly support any candidate or referendum campaign;
- 19.1.2.3. Directors sitting on the Appeals Committee must not be running for any elected position.
- 19.1.3. The Chief Returning Officer, or their designated who shall sit ex-officio with voice but no vote;
- 19.1.3.1. In the case of an appeal on the Brantford campus, the Deputy Returning Officer (Brantford) will be designated by the Chief Returning Officer to sit ex-officio with voice but not vote.
- 19.1.4. Two (2) students-at-large, with one representative from each campus on which the Students' Union operates.
- 19.1.4.1. Students-at-large sitting on the Appeals Committee must not be a member of any campaign team;
- 19.1.4.2. Students-at-large sitting on the Appeals Committee must not openly support any candidate or referendum campaign;
- 19.1.4.3. Students-at-large sitting on the Appeals Committee must not be running for any elected position.
- 19.1.5. When an appeal deals with an elected position on the Wilfrid Laurier University Board of Governors or Senate, the University Secretary

and General Counsel, or their designate, have a seat and vote on the Appeals Committee.

- 19.2. To request an appeal of any decision or demerit awarded, a candidate or Referendum Chair must give written notice in hard copy to the Chief Returning Officer by 11:59pm the following business day.
- 19.3. Any disqualification will prompt an automatic appeal, to be heard by the Appeals Committee within a reasonable amount of time.
- 19.4. All decisions reached by the Appeals Committee are considered final, and will be communicated to the relevant candidate or Referendum Chair by such means as deemed appropriate by the Chief Returning Officer.

Appendix “A”

STUDENT ELECTIONS CODE OF CONDUCT

Introduction:

The Student Elections Code of Conduct, as a component of the Students' Union Elections Policy, is intended as a guide for the election period. These guidelines should be viewed in addition to the Wilfrid Laurier University Non-Academic Code of Conduct, and all other relevant University policies and applicable laws. Violations of the Student Elections Code of Conduct are subject to the demerit system outlined in the Elections Policy, at the discretion of the Chief Returning Officer, the Chief Governance Officer and/or the Appeals Committee.

1. All Candidates running for an elected position, Referendum Chairs, their Agents, Campaign Teams, and Scrutineers shall:
 - 1.1. Be courteous, polite and respectful to the electorate, the Elections Committee, the Appeals Committee, those members currently holding elected positions, the staff of Wilfrid Laurier University and the Wilfrid Laurier University Students' Union, and their fellow candidates.
 - 1.2. Not harass or otherwise “aggressively campaign” towards any member of the electorate, regardless of whether or not they choose to exercise their vote.
 - 1.3. Refrain at all times from profanity, slander, derogatory statements, or disrespecting the electoral process.
 - 1.4. Never issue, condone or otherwise endorse offensive statements regarding an individual or group's creed, disability, ethnicity, gender identity, race, sexual identity, and commit to engage the electorate with a commitment to equality.
 - 1.5. Not use Students' Union resources for electoral purposes unless explicitly permitted to do so as outlined in the Elections Policy, or as mandated by the Appeals Committee.
 - 1.6. Respect the rules of all Students' Union business operations, including but not limited to the Turret, Wilfs, and Golden Grounds.
 - 1.7. Not campaign in the Students' Union offices or the Office of the Secretariat.
 - 1.8. Not purposefully engage in behaviour that would result in the issuance of a demerit, as outlined in the Elections Policy.

Remember that your campaign is a reflection of you as a person and your suitability as a Student Representative. Please exercise common sense and good judgment in making this election fair for all Candidates.

October 3, 2024

Proposed 2025 Election Dates:

- January 12, 2025 – Nomination packages due [First day of classes is January 6, 2025]
- January 13, 2025 – All Candidates Meeting
- January 14, 2025 – Notice of Annual Meeting
- January 15-19, 2025 – Pre-Election Marketing Approval Period
- Campaigning – January 20-28, 2025
- Voting Days – January 28, 29, 30, 2025
- Results Night – January 30, 2025

*This is the same schedule as was used for the 2024 election cycle.

October 7, 2024

Motion: To allow the allocation of cash resources reserved for the purchase of a catering van in the budget year of 2022-23 to fund the purchase of 2 new Students' Union vans. Any amount over the \$100,000.00 currently in reserve would be covered by the current operational budget.

Overview:

To evaluate and determine the merit of replacing the two current fleet vehicles employed by the organization. Formerly the Foot Patrol vans.

Summary:

The organization has been reviewing the need to potentially replace both of their fleet vehicles as they begin to hit the point of more regular costly maintenance required. Both vehicles have been driven for roughly 100-125,000 kms and are beginning to show relative signs of wear. The organization has also placed a priority on seeking updates to some of the features now found more standard on newer vehicles including but not limited to; gps navigation, rear parking assist cameras/sensors, and IOS/Android carplay connectivity.

The vehicle market has obviously been quite volatile, and getting confirmation on inventory has been a difficult pursuit. The organization began with two of our previous providers of said vehicles - Brantford/Waterloo Honda and Toyota. In conversations with all 4 locations, Brantford Honda has been the most communicative and seems to have the inventory to support what we are looking for within the budget we have set for this project. The others have struggled to provide timely updates on inventory/prices as well as the general process of procurement being inaccessible. The Director, Finance and Administration has also confirmed the Students' Union has access to funding to be able to pay for these vehicles outright as opposed to financing them individually.

In consultation with WLU's Risk and Insurance Management Group, we have been instructed to ensure the vehicle's ownership is made out in the University's name to allow us to continue to use the University's fleet vehicle insurance. The point of SU operational funding going to capital that will legally be owned by the University is a point for consideration, but the University's insurance broker has indicated this to be an industry standard.

Recommendation:

To formally recommend the purchase of two new fleet vehicles from a local dealership to support the Students' Union's operations on both campuses from the local Brantford Honda location.

Attachments: Purchase Orders from Brantford Honda:

BRANTFORD HONDA		DEAL SUMMARY		4361616	
378 King George Road, Brantford, ON, N3T 5L8, Tel:519-753-3168 Fax:519-759-1963		DESKIT CUST# 17900109 DMS CUST# 773333		DEAL#	
				STOCK# F&I Manager:	
BUYER Anthony Massi Cell Phone: (519) 410-4122 Email: amassi@wlu.ca LIC.	DATE OF SALE	YEAR TYPE MAKE MODEL MFR MOD CODE TRIM 2025 New Honda Odyssey RL6H7SJN Sport-L Auto	EXT. COLOR Modern Steel Metallic Black, Leather & Leatherette Seat Trim	INT. COLOR Interior Trim Code BK	MAX DIST. TRAV. KMs
VEHICLE AND OPTIONS		TRADE-IN DESCRIPTION			
Basic MSRP	\$52,920.00	YEAR MAKE	MODEL TRIM	BODY TYPE	
Modern Steel Metallic Black, Leather & Leatherette Seat Trim	\$300.00	2014	Toyota Cars Sienna 5dr 7-Pass FWD	Mini-van, Passenger	
Destination	\$2,000.00	VIN	MAX DIST. TRAV.		
Air Tax	\$100.00	5TDZK3DC0ES454776 93348 KMs			
Total MSRP	\$55,320.00	Distance travelled: 93348 KMs to be traded on			
PRICE INFORMATION		REMARKS			
Total Vehicle Price	\$55,320.00	I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.			
Trade-In Allowance	-\$14,000.00	Anthony Massi Signature			
Price Difference	\$41,320.00	Signature _____ Logan Hunt Signature			
Tint (\$599)	\$0.00	Authorized Rep # _____ Prov License #5801642			
pro pack	\$741.20				
wheel locks	\$168.40				
Invisitrak Ride Green	\$499.00				
OMVIC	\$12.50				
Tire Recycling Fee	\$23.25				
Honda Advantage Service Pro 5Yr 120,000km	\$2,033.00				
Subtotal	\$44,797.35				
HST	13%				
Subtotal	\$50,621.01				
License	\$59.00				
Subtotal	\$59.00				
DOWN PAYMENT					
TOTAL	\$50,680.01				

BRANTFORD HONDA		DEAL SUMMARY		4361616	
378 King George Road, Brantford, ON, N3T 5L8, Tel:519-753-3168 Fax:519-759-1963		DESKIT CUST# 17900109 DMS CUST# 773333		DEAL#	
				STOCK#	
				F&I Manager:	
BUYER Anthony Massi Cell Phone: (519) 410-4122 Email: amassi@mlu.ca LIC.	DATE OF SALE	YEAR TYPE MAKE MODEL MFR MOD CODE TRIM 2025 New Honda Odyssey RL6H7SJN Sport-L Auto			
		EXT. COLOR INT. COLOR Modern Steel Metallic Black, Leather & Leatherette Seat Trim			
		INTERIOR TRIM CODE VIN BK _____	MAX DIST. TRAV. KMs		
		DELIVERY DATE			
VEHICLE AND OPTIONS		TRADE-IN DESCRIPTION			
Basic MSRP	\$52,920.00	YEAR MAKE MODEL TRIM BODY TYPE	2013 Toyota Cars Sienna 5dr V6 7-Pass FWD Mini-van, Passenger		
Modern Steel Metallic	\$300.00	VIN	MAX DIST. TRAV.		
Black, Leather & Leatherette Seat Trim	0.00	5TDZK3DC3DS403030	103497 KMs		
Destination	\$2,000.00	Distance travelled: 103497 KMs to be traded on			
Air Tax	\$100.00				
Total MSRP	\$55,320.00				
PRICE INFORMATION		REMARKS			
Total Vehicle Price	\$55,320.00	I / We have reviewed the above disclosure and agree to the vehicle, price and payment information as declared.			
Trade-In Allowance	-\$13,000.00				
Price Difference	\$42,320.00				
Tint (\$599)	\$0.00				
pro pack	\$741.20	Anthony Massi Signature			
wheel locks	\$168.40				
Invisitrak Ride Green	\$499.00				
OMVIC	\$12.50	Signature Logan Hunt Signature			
Tire Recycling Fee	\$23.25	Authorized Rep # Prov License #5801642			
Honda Advantage Service Pro 5Yr 120,000km	\$2,033.00				
Subtotal	\$45,797.35				
HST	13%				
Subtotal	\$51,751.01				
License	\$59.00				
Subtotal	\$59.00				
DOWN PAYMENT					
TOTAL	\$51,810.01				