

SIMON FRASER UNIVERSITY

S.82-49

MEMORANDUM

To SENATE

From SENATE COMMITTEE ON AGENDA AND RULES

Subject NOTICE OF MOTION - PROPOSED CHANGES TO PROCEDURES AND RULES OF SENATE: ELECTION OF STUDENTS TO SENATE AND BOARD OF GOVERNORS - NOT FOR DISCUSSION

Date MAY 4, 1982

The attached item, concerning possible amendments to the Rules of Senate, is scheduled to be considered at the June 7, 1982 meeting of Senate.

The motion presented to Senate will be to approve the proposal given under Option 1, as described on p.4, including amendments to the Rules as given on pp. 6 and 7. A two-thirds majority vote is required for approval.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... SENATE COMMITTEE ON AGENDA AND RULES.....

From..... NICK HEATH, DIRECTOR.....

..... SECRETARIAT AND OFFICE SERVICES.....

Subject..... PROPOSED CHANGES TO PROCEDURES AND  
RULES OF SENATE: ELECTION OF STUDENTS  
TO SENATE AND BOARD OF GOVERNORS

Date..... APRIL 6, 1982.....

### INTRODUCTION

The objective of this proposal is to reduce the current high cost of running student elections without unduly reducing voter participation.

Current procedures are based on

- a) University Act
- b) Rules of Senate (see Appendix A)
- c) Procedures adopted by the Registrar

The scope of any changes to election procedures will exclude the University Act.

### SUMMARY OF RECOMMENDATIONS

Two alternatives are presented:

1. Re-define the student body for electoral purposes to include only those students currently registered in on-campus courses. Conduct all balloting in-person on campus for approximately three days. Elections to be held only during a semester.
2. Continue with present student electorate, but discontinue mail distribution of ballots except at specific request of any individual voter. Use limited advertising to draw election to the attention of off-campus voters.

Cost savings:

\$

Average annual cost of student elections (2 elections p.a.)	Current	15,000
Average annual cost of student elections (2 elections p.a.)	Option 1	3,600
Average annual cost of student elections (2 elections p.a.)	Option 2	6,100
Annual cost savings		\$8,900 to \$12,400

### PROCEDURES CURRENTLY IN USE

For the past several years, the procedures used to conduct annual elections have been as follows. (Similar procedures apply to by-elections.)

- Approx. February 15: Call for nominations issued with distribution on campus and limited campus advertising
- March 4: If sufficient nominations have been received for the election to be contested, ballots and associated material are mailed to all eligible voters (approximately 13,500). The Rules allow 14 - 28 days for return of ballots.
- March 25: Ballots counted, results announced.
- April 15: Deadline for completion of elections, prescribed in the Rules.
- June 1: Terms of office begin for new or re-elected representatives.

Those eligible to vote are all students (graduate or undergraduate) who are:

- a) registered in at least one credit course in the current semester;
- b) in good standing who were registered in at least one credit course in the previous semester and who certify that they intend to register again before missing two consecutive registrations;
- c) registered graduate students except those on leave in the current semester

The existence of the trimester system is acknowledged by the present "Rules of Senate" by permitting students to vote who are in regular attendance except for the current semester. This feature is unusual and has the consequence that unless ballots are mailed to home addresses, some eligible voters might be disfranchised.

COSTS OF HOLDING ELECTIONS

Under current procedures, costs are as follows (March '82 figures, assuming First Class Mail used) for one election: \$13,175

If there had been fewer candidates, less paper, postage and preparation time would have been required for an approximate total cost of \$ 8,000

Using lower priority mail (ie Bulk rate 3rd. Class) costs would be approximately \$3,000 and \$1,700 lower, respectively. However, in March '82 these advantageous rates were used, and extremely slow delivery of ballots was experienced.

The details of costs of the March, 1982 elections are given in Appendix B.

OUTCOMES OF SOME RECENT ELECTIONS

a) Senate

From February, 1975 to March, 1982 there has been a total of four Regular elections and eleven By-elections or second calls for unfilled positions. Of these, eleven were by acclamation (73%). Voter response in the four contested elections was as follows:

	Approx. Ballots mailed out	Ballots returned	% Voting
March '79 (second call regular election)	11,200	576	5
October '79 (by-election)	11,200	757	7
February '80 (second call regular election)	11,875	516	4
March '82 (regular election)	13,525	756	6

b) Board of Governors

From February, 1979 to March, 1982 there were four Regular elections and one By-election. Of these, two were by acclamation.

Voter response in the three contested elections was as follows:

	Approx. Ballots mailed out	Ballots returned	% Voting
January '80 (by-election)	11,875	673	6
January '80 (regular election)	11,875	661	6
March '82 (regular election)	13,525	762	6

GEOGRAPHICAL DISTRIBUTION OF VOTERS

In March, 1982 the student electorate was distributed by contact address as follows:

	Undergraduate	Graduate	Totals
Lower Mainland of B.C.	9,700	1,127	10,827 (80%)
Elsewhere in B.C.	1,000	125	1,125 ( 8%)
Elsewhere in Canada	100	13	113 ( 1%)
U.S.A.	100 est.	6	106 ( 1%)
Overseas	75	4	79 ( 1%)
Incomplete/not classified	1,275	-	1,275 (10%)
Totals	12,250	1,275	13,525 (100%)

Because of the time constraints of the balloting and also in consideration of air mail costs, ballots were not sent overseas, i.e. outside continental North America, in the March, 1982 elections.

RATE OF RETURN OF MAIL BALLOTS

The following data were obtained from analysis of March, 1982 election returns.

Ballots mailed to voters	13,525	(100%)
Ballot envelopes returned by hand	634	( 5%)
Ballot envelopes returned by mail	146	( 1%)
Ballots received by mail from outside Lower Mainland	14	(0.1%)

The out-of-town group of voters display significantly lower participation than the students who have local contact addresses, as follows:

Lower Mainland voters	10,800	(100%)
Lower Mainland voters' ballot returns	750	( 7%)
Other voters (excluding unclassified and overseas)	1,350	(100%)
Ballots returned	14	( 1%)

ANALYSIS AND COMMENTS

The above data show:

- (i) high cost of running an election by mail
- (ii) general low voter response
- (iii) significantly lower voter response from voters outside the Lower Mainland

Neither the Act nor the Rules requires that ballots be mailed to students. Therefore, the current mail ballot procedures are desirable only to enfranchise those students who are not currently registered or are out-of-town, and who cannot be expected to vote in-person on campus. Since only fourteen ballots were received in March '82 from out-of-town voters, it can be assumed that the current costly procedures benefit very few students.

RECOMMENDATIONS

- Option 1 - This proposal is intended to minimize the costs of running student elections without unduly diminishing the total number of students who are entitled to vote. It is believed that the total number of votes cast will remain similar to those obtained under current procedures.
  - Discontinue distribution of ballots by mail
  - Re-define "student" for electoral purposes to include
    - i) those registered in at least one credit course offered at the Burnaby campus of the University in the semester in which nominations are due.
    - ii) those graduate students who are registered in the semester in which nominations are due, other than those who have "on leave" status
  - Any eligible voter may cast ballots in person at a polling station on campus.
  - Balloting period to be reduced from the current 14 - 28 days to 2 - 5 days.
  - Elections to be conducted and completed within the same semester.

Cost of annual elections

Assuming two contested elections in one year, the Option 1 proposal would result in the following costs:

	\$	
Printing	350	
Voters' lists	10	
Staff	1040	
Advertising	400	
	1800	x 2 = \$3,600
Annual Savings		\$12,400

Consequences of Option 1

The following groups of students will lose voting privileges:

- (i) students registered in the previous semester, who will be returning next semester, but who are currently not registered,
- (ii) students enrolled in courses at remote sites,
- (iii) DISC-only students,
- (iv) students in only Downtown courses.

The following group of students will continue to have voting privileges but will be unable to vote:

- (v) students registered in courses on campus but conducting work (e.g. research) elsewhere

The following groups of students will remain without voting privileges

- (vi) Graduate students who are "on leave" (even if registered in the previous semester)
- (vii) audit, special audit and other students in only credit-free courses (e.g. Coop practica)

Option 2

This option is presented as a compromise solution to the high cost of providing election material to the existing off-campus electorate. The features are:

- no change in the definition of the electorate
- increased advertising of elections, directed at off-campus voters
- Voters will be sent ballot packages on individual request whether they are local or out-of-town
- The balloting period will remain 14 - 28 days for mail ballots, but in-person voting will take place during the final 2 - 5 days of the balloting period.

This is expected to reduce the number of ballot packages mailed out from 13,500 to approximately 500 or less.

Cost of annual elections

On the assumption of two elections per annum, the costs are likely to be

	\$	
Printing	500	
Voters lists	10	
Staff	1,240	
Advertising	1,200	
Postage	100	
	3,050	x 2 = \$6,100

Consequences of Option 2

The main difficulty will be to inform off-campus voters through effective advertising that an election is in progress and that they may request ballots. The proposed budget of \$1,200 will provide very little newspaper coverage. A realistic view might be that we could provide information at the University's remote sites and in DISC material, but that there would be little to be gained in blanket advertising to include unregistered students, even those who are resident in the Lower Mainland. It is unlikely that this will result in more than fifty additional votes being cast, compared with the provisions of Option 1. The marginal cost of each such vote will therefore be \$50 p.a.

Other Options

- A selective mailing of ballots is possible for all students
- not currently registered, but registered in the previous semester
  - taking only off-campus or DIS courses.

This would result in an an annual cost of \$8,700 (based on two elections per annum), and given the apparent low voter participation of the out-of-town electorate, it is not an economical solution to the problem.

IMPLICATIONS FOR THE RULES OF SENATE

The changes to the Rules of Senate would apply to elections to Senate and to the Board of Governors.

Option 1 Amend Paragraph F.1 and 2 from:

F. Students; Student Association

1. For the purposes of nominations and voting in the election of students to the Senate and to the Board:

'Student' means a person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student; for the purposes of these elections for undergraduate students it includes

- i) Those registered in a credit course or courses in the semester in which nominations are due, or
- ii) Those in good standing who were registered in a credit course or courses in the immediately previous semester who certify that they intend to register again at Simon Fraser University before missing two consecutive registrations.

For the purposes of these elections for graduate students it includes any student duly registered as a graduate student other than one who currently is designated with "on leave" status.

'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of the University:- for the purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

2. For the purpose of being a candidate in the election of full-time students to the Board or to Senate the undergraduate student must fulfil the conditions in F 1(i) and be registered in 9 or more semester hours credit or must fulfil the conditions in F 1(ii) and have been registered in 9 or more semester hours credit at the close of the semester and certify that he/she intends to register in the immediately forthcoming semester in not less than 9 semester hours. A graduate student must be duly registered as a graduate student other than one who currently is designated with on-leave status.

To:

F. Students; Student Association

1. For the purposes of nominations and voting in the election of students to the Senate and to the Board:

'Student' means a person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student; for the purposes of these elections for undergraduate students it includes

- i) Those registered in at least one credit course on the main Burnaby campus of the University in the semester in which nominations are due;
- ii) Those graduate students registered in the semester in which nominations are due other than those with "on leave" status.

'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of the University:- for the purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

2. For the purpose of being a candidate in the election of full-time student to the Board or to Senate the undergraduate student must be registered in a credit nine or more semester hours in the semester in which nominations are due, or be in good standing and have been registered in a nine or more semester hours of credit at the close of the immediately previous semester and certify that he/she intends to register in the immediately forthcoming semester in not less than nine semester hours.

Amend paragraph J3

From:

3. The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by and from students and in the elections by Convocation to Senate and of the Chancellor.

To:

3. The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by Convocation to Senate and of the Chancellor. It shall be not less than two days nor longer than five days in the case of elections by and from students.

Option 2

Insert New Paragraph: IV.D.9. Calls for nominations and the names and statements of candidates (see IV D.8.a) and b) above) will be posted in designated points on the University main campus and, at the discretion of the Registrar, at such other locations as the University offers its courses or provides administrative services.

Amend

Paragraph J3 From:

The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by and from students and in the elections by Convocation to Senate and of the Chancellor.

To:

The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by Convocation to Senate and of the Chancellor. It shall be not less than two days nor longer than five days in the case of elections by and from students who are currently registered in at least one course at the Burnaby campus. It shall be not less than fourteen days nor longer than twenty-one days in the case of elections by and from students who are not currently registered in at least one course at the Burnaby campus, but who are otherwise eligible to vote as defined in F.1.

The preceding changes will require a 2/3 majority for approval.

CONCLUSION

Adoption of either of the preceding revised procedures would provide a timely opportunity to reduce the high costs of running student elections to Senate and the Board. If the procedures outlined in Option 1 above had been in place for 1981-82, the cost comparison would have been as follows:

Current Rules and Procedures (using 1st. Class Mail)	\$13,175
Proposed Rules and Procedures	<u>\$ 1,800</u>
Saving	\$11,375

This saving can be achieved without the loss of service normally associated with a "cutback". Implementation before October 1, 1982 would prevent the running of further costly by-elections under the current procedures.

cc. J.M. Webster

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APPENDIX A

Rules of Senate pertaining to Student Elections

IV. D. 2. All nominations of candidates for membership on the Senate or on the Board as students shall be signed by not less than five students entitled to vote in the particular election.

7. With the exception of nominations through the Alumni Association, the nomination paper must be signed by the candidate who shall state that he/she is willing to permit his/her name to stand in the election, or on written enquiry from the Registrar, the candidate must indicate he/she is willing to stand.

8. a) Each candidate for election to the Board or to the Senate shall be requested to provide to the Registrar information limited to one page of single spaced typed copy respecting his/her degrees, the dates thereof, his/her occupation, offices held by him/her at a university or in any other organization, his/her other professional or business interests and his/her publications. (Revised August 9, 1976, Paper S.76-97.)

b) Each candidate for election to the Senate is permitted to include along with or in lieu of a curriculum vitae a statement not to exceed 250 words on the candidate's views on academic and related matters rightfully falling under the jurisdiction of Senate as laid down by the University Act. Similarly each candidate for election to the Board of Governors may include such a statement on related matters falling under the jurisdiction of the Board.

F. Students; Student Association

1. For the purposes of nominations and voting in the election of students to the Senate and to the Board:

'Student' means a person who is presently enrolled at the University in a credit course or who is designated by resolution of the Senate as a student; for the purposes of these elections for undergraduate students it includes

- i) Those registered in semester in which nominations are due, or
- ii) Those in good standing who were registered in a credit course or courses in the immediately previous semester who certify that they intend to register again at Simon Fraser University before missing two consecutive registrations.

For the purposes of these elections for graduate students it includes any student duly registered as a graduate student other than one who currently is designated with "on leave" status.

'Student Association' means all full-time students who are members of the alma mater society or the graduate student society of the University:- for the purposes of the elections to Board and to Senate it shall be deemed to consist of those students defined above.

2. For the purpose of being a candidate in the election of full-time students to the Board or to Senate the undergraduate student must fulfil the conditions in F 1(i) and be registered in 9 or more semester hours credit or must fulfil the conditions in F 1(ii) and have been registered in 9 or more semester hours credit at the close of the semester and certify that he/she intends to register in the immediately forthcoming semester in not less than 9 semester hours. A graduate student must be duly registered as a graduate student other than one who currently is designated with on-leave status.

3. A candidate's eligibility to continue to hold office as a representative of students on the Board of Governors or on Senate requires the following:

- 1) Must not miss more than one registration during the one year term of office.
- ii) Must not withdraw from the University or be required to withdraw from the University.
- iii) If an undergraduate student then must remain registered in an average of at least 9 semester hours credit in two of the three semesters associated with the one-year term of office, and in not less than 6 semester hours in each of those two semesters. If a graduate student must continue to be so registered throughout the period of office.

J. General Regulations Covering Nominations and Voting in the Elections to Senate and the Board and of the Chancellor

1. The due date for nominations shall be not earlier than ten days and not later than fifteen days following the date of the call for nominations in the case of elections by and from the faculty members, by and from the students, and by and from members of staff who are not faculty members. It shall be not earlier than twenty days and not later than twenty-eight days in the case of elections by Convocation to Senate and of the Chancellor.

2. The 'date of election' shall be interpreted to mean the last date on which valid ballots are due.

3. The period for the casting of ballots shall be not less than ten days nor longer than fifteen days in the case of elections by and from the faculty members and by and from the members of staff who are not faculty members. It shall be not less than fourteen days nor longer than twenty-eight days in the case of elections by and from students and in the elections by Convocation to Senate and of the Chancellor.

4. In the regular elections to the Senate and to the Board balloting is to be completed not later than April 15 in any year.

K. General Regulations Covering Elections to Senate and the Board

1. a) When elections are being held for the position of Chancellor and for the Board of Governors, a candidate may accept nomination to run for only one seat or office in those elections. Similarly, when elections are being held for the position of Chancellor and for Senate, a candidate may accept nomination to run for only one seat or office in those elections.

- b) When elections are being held for the Board of Governors and for Senate a qualified candidate may accept nomination to run for office in both those elections.
2. a) When elections are being held for the position of Chancellor and also for the Board of Governors or for the Senate an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present seat in order to be a candidate in the new Chancellor election. Such resignation may be effective for the normal date of change-over of office or earlier, but must be filed not later than the last date for receipt of nominations for the new election.
- b) When elections are being held for the Board of Governors and/or for the Senate, an individual holding a Board office or a Senate office which extends into the new term shall be required to file with the Registrar resignation from the present Board seat in order to be a candidate in the new Board election or from the present Senate seat in order to be a candidate in the new Senate election. Such resignation must be effective for the normal date of change-over of office or earlier but must be filed not later than the last date for receipt of nominations for the new election.
3. In the election of students to the Senate, those students with the highest numbers of votes shall be elected provided there is at least one student from each Faculty.
4. In the election of students to the Board, the two students with the highest numbers of votes shall be elected.
5. The Secretary shall state the names of the persons elected. Recount may be requested within ten days of the announcement of the results to the candidates. The ballots may be destroyed after ten days following the recount period. The minutes will contain the votes recorded. (Revised June 7, 1976, Paper S.76-86.)
6. After the ballots have been received by the Registrar, he shall, at the place, day and hour fixed in the notice of election, be responsible for the opening of the ballots, and in the presence of such of the candidates or their representatives as officially attend, the counting of the votes for each candidate.

L. Vacancies on Senate; Vacancies on the Board

1. Where a vacancy arises in the case of an elected faculty member to Senate or to the Board, or an elected student member to Senate or to the Board a by-election shall be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.
2. Where a vacancy arises in the case of an elected faculty member, or an elected student member, or an elected full-time employee of the University who is not a faculty member to the Board, a by-election will be held under the same principles as pertain to the regular election provided there is at least four months remaining in the unexpired term at the time for call for nominations.
4. Any Senate member who plans to be away for one semester or more shall so inform the Secretary of Senate in order that a substitute may be elected for the period of the absence from Senate.

**MEMORANDUM**

To..... H. M. EVANS  
 ..... REGISTRAR  
 .....  
 Subjed. COST OF STUDENT ELECTIONS.....

From..... NICK HEATH, DIRECTOR.....  
 ..... SECRETARIAT AND OFFICE SERVICES  
 .....  
 Date..... MARCH 18, 1982.....

Cost of Student Elections                      -                      March, 1982

1. Materials:	Computer list of voters (paper costs only)	\$ 5
	Computer-produced labels (paper costs only)	150
	Envelopes - 3500 First class 9 x 12	154
	Envelopes - 10,000 manila 9 x 12	354
	Envelopes - 13,500 No. 10 Printed return	664
	Envelopes - 13,500 No. 8 Printed ballot	406
	Duplicating, candidates' statements	1,620
	Duplicating, ballot papers	816
	Duplicating, calls for nomination	20
	Duplicating, nomination papers	20
	Duplicating, ballot extension	5
		\$4,214
2. Advertising:	Peak advertisements (3)	402
3. Labour:	Typing                                      10 hrs. @ \$9	90
	Labelling envelopes                      20 hrs. @ \$9	180
	Stuffing envelopes                      215 hrs. @ \$9	1,935
	Monitoring ballots, checking          30 hrs. @ \$9	270
	Counting ballots                          20 hrs. @ \$9	180
		\$2,655
4. Postage	3190 @ 45¢	1,436
	9930 @ 13¢	1,291
		\$2,727
<b>Total Cost</b>		<b>\$9,998</b>

Note that this (i) includes costs of Registrar's Office staff who would normally have been assigned to other duties;

(ii) excludes staff costs incurred by the Mail Room

(iii) excludes computing processing costs and costs of modifying student address program;

(iv) Duplicating costs are as determined by Ancillary Services (2¢ per copy) and might not reflect true costs to the University.

If the majority of the mailing had not been sent via Bulk 3rd. Class mail, the mailing cost would have been (at First Class Rate of 45¢)

$$13120 \times 45¢ = 5,904$$

Using the bulk rate therefore saved      3,177

However, the delivery time has been very variable, and long delays have been experienced in many cases, resulting in a need to extend the balloting period by two weeks.

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APPENDIX D

Origin of out-of-town ballot returns March, 1982.

The returns for the March, 1982 elections indicate the following voter participation from students outside of the Lower Mainland of British Columbia.

Agassiz (2), Kamloops, McClure, Sparwood, Mission, Chilliwack (2), Terrace, Kelowna (2), Squamish	Total:	12
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The following returns were from students elsewhere in Canada - Calgary	Total:	1
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The following returns were from students outside of Canada - Seattle, U.S.A.	Total:	1
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Total of all votes received from out-of-town votes	14
Voter turnout of all out-of-town voters	1%