

SOCA ELECTIONS SPRING 2021 NOMINATING COMMITTEE ELECTIONS REPORT

*Elections Results and Survey Report + Nominating Committee
Reflections*

GOALS

- To recruit and vet candidates for suitability to the organization's goals, and monitor the conduct of the elections as per the SOCA Constitution
- Present a Draft Election Policies for the SOCA Membership to approve and vote on outlining the process for recruiting and pre-nominations, nominations, campaigning, voting, and vote counting, as well as the communication protocol for each piece
- Recruit candidates to be spread across all positions open for elections, and communicating back and forth with the potential candidates to strive for having the most candidates for the most positions
- Ensure a free, fair and clear election during all election periods
- Provide an election report with recommendations for the next Nominating Committee

HOW TO MEET THESE GOALS?

- Since the creation of the Committee, we held weekly meetings on Mondays to assign tasks and follow up within each period

COMPLETED TASKS

- Nominating Committee struck on December 11, 2020
- Hosted 7 meetings plus a workshopping session and a special meeting to count votes
- Elections Policies presented and voted on
- Created and sent out nomination form to mailing list and vetted candidates based on their responses to the questions included in the form
- Created template poster for the Candidates to use if they don't have their own posters, or prefer to use the template
- Created and sent out the voting link, and continued to promote the elections throughout the election period
- Counted the results and write report for recommendations

ELECTION RESULTS

ELECTIONS VOTE TOTALS

| | Pres | VP | Sec | Treas | ERO | IRO | EC | Atl | FIC | GR | FYR | ITO |
|---------|------|------|------|-------|------|------|------|------|------|------|------|-----|
| Yes | 21 | 20 | 21 | 20 | 21 | 20 | 20 | 21 | 17 | 21 | 20 | NA |
| No | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | NA |
| Abstain | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 4 | 0 | 1 | NA |
| Yes % | 95.5 | 95.2 | 95.5 | 95.2 | 95.5 | 95.2 | 95.2 | 95.5 | 94.4 | 95.5 | 95.2 | NA |
| No % | 4.5 | 4.8 | 4.5 | 4.8 | 4.5 | 4.8 | 4.8 | 4.5 | 5.6 | 4.5 | 4.8 | NA |

* Due to the vacancy, an Acting ITO will be appointed till the next By-election

ELECTIONS SURVEY MANDATORY QUESTIONS

Every year, a question on what membership wants to see from SOCA is added to the mandatory ballot, alongside the votes for candidates. This year the results were as follows (unsummarized):

“What would you like to see SOCA do over the next year 2020/2021? (<150 words)”

- More activities for the whole community especially during the start of the semester to keep students engaged!
- More socials and safe outings! Looking forward to meeting everyone in person.
- Organising workshop on career enrichment, ways to deal with racism and discrimination,
- I would love to see how we can educate the student body on systemic racism. I think everyone needs to be educated on the black community and the problems they faced.
- Host online events!
- continue your great work!! Continue growing the group and providing events to attend. I would also appreciate more variations in event times (i.e after 4:30)
- Anything
- Mental health initiatives
- Bringing the community together more through various kinds of events, and regular general meetings.

- Bring back our fun general meetings (family time)
- Transition well into the SUB, establish events if in person
- Really make the SUB space their home and run awesome programming out of it.
- Hopefully in-person events
- Represent and advocate for Black students at SFU to the SFSS and SFU and making sure policy, practices and the campus overall is safer for Black people.
- build stronger community, engage grad students more
- Be great
- Have open discussions with the community on how to be more united regarding situations that impact us all. Creating space for all voice to be heard, even when we disagree.
- More virtual events!
- I have no idea
- Events!
- Stay awesome.
- Make an event regarding about investing, personal finance and entrepreneurship.
- Achieve unity. Allow for discourse and prevent any disputes from turning into a theatrical public affair. I'll not pretend to know everything that went down with the last tenure but SOCA cannot and should not be a place where we're othering our own.
- Much love. Thanks for what you do.
- Make sure everyone feel empowered and included
- celebrate our people
- Continue to support students through remote means!
- Continue to persevere and fight for more black inclusion/ black spaces, black representation in SFU managemnt, community engagement activities cantered at the youth in Vancouver
- Team building activities:)).
- COMMUNITY BUILDING:
 - 1. Approach EVERY Black student you see on online or any of the 3 campuses if you're able to in that moment. Invite them to the next SOCA event/meeting and encourage them to sign up for the mailing list & follow the IG / FB / Twitter. (I promise this one works in making people feel seen and appreciated. Warms hearts.)
 - 2. Maintain an online presence:
 - minimum 1 post per week (relevant SFU news, resources, local events, updates catered to Black students) & have regular hangout sessions / and diverse range of event
 - 3. Recruit members to various committees; every committee host 1 event per semester

- 4. Recruit members to various committees [events, social justice, dance team, etc]; every committee hosts 1 event per semester.
- 5. Host frequent small-scale, low-energy events online and in the new SUB suite. That's where the real bonding happens! It's really fun to hang out together. (alternate between bi-weekly meeting and bi-weekly event)
- 6. Get the SOCA Library digitized and officially part of the Rotunda Library AND the SFU Bennett Library databases.
- ADVOCACY:
 - 1. Invite ASA to merge; become a comprehensive Black Student Union (BSU), serving the diverse and uniquely-placed Black student population at SFU
 - 2. Work with SFSS to establish a BLACK COMMUNITY RESOURCE CENTRE (with a staff coordinator and levy to run the centre)
 - 3. Advocate for SFU (with SFSS too) to collect racial stats so marginalized students (especially already-ignored Black students) have concrete data to support our claims and deflect gas lighting. [Currently, no racial data = no support = SFU continues systemically ignoring our needs because they don't believe us.]
 - 4. Maintain the new Black Space in the SUB with office hours
 - 5. Get extra SFSS funding for furnishing of the SOCA lounge and offices
 - 6. Advocate for AT LEAST 2 Black counselors and 1 doctor, all with an understanding of systemic racism+intersectionality, in SFU Health and Counselling
- Continue to empower Black students and have more collaborated events with other student-led groups on campus.
- Mental Health check ins
- Bring the community together

OPTIONAL SURVEY RESULTS REPORT

This year, the Nominating Committee decided to add optional survey questions and release the results to the incoming Executives so that folks may know what is the pulse of the voters, and what they want from SOCA. The Nominating Committee decides on these questions, and should collaborate with the outgoing Executives to create them.

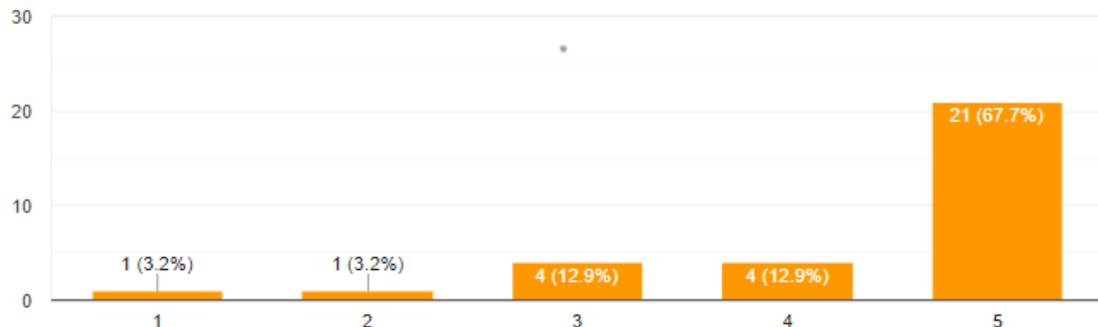
In addition to the optional survey questions, there may be other engagement questions to meaningfully engage membership that may be added including, but not limited to, "Do you want to volunteer with SOCA/join the SOCA general membership whatsapp group chat?", "Are you interested in an appointed position?" etc. These results are also shared with the Executives for their purposes. Below are the results from these optional survey questions.

Optional Survey Questions

Question #1: On a scale of 1-5, do you think SOCA advocates well on your behalf? (1 means Very Poorly, 5 means Very Well) (summarize)

On a scale of 1-5, do you think SOCA advocates well on your behalf? (1 means Very Poorly, 5 means Very Well)

31 responses



Here are the questions, key findings and additional comments below:

Do you have any suggestions on how SOCA can advocate for you better?

- More dialogues less arguments or call outs
- Nothing that comes to mind
- More open discussion
- No more right wingers tearing the community apart*
 - * means changed to be friendly/appropriate for distribution

Key findings:

80.6% of SOCA Elections Survey 2021 respondents thinks that SOCA does well or very well to advocate on their behalf

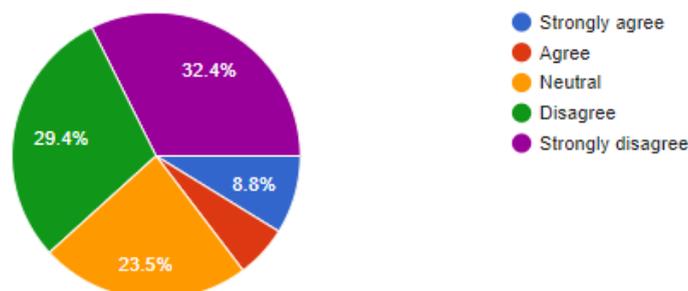
12.9% of SOCA Elections Survey 2021 respondents thinks that SOCA does neutral to advocate on their behalf

6.4% of SOCA Elections Survey 2021 respondents thinks that SOCA does poorly or very poorly to advocate on their behalf

Question #2: Do you agree that SFU does well to make Black folks feel heard or empowered on campus?

Do you agree that SFU does well to make Black folks feel heard or empowered on campus?

34 responses



Additional Comments:

- Good to have a safe space from all the madness
- SFU can only push to do better. I believe there's an opportunity for a somewhat clean slate given the university's young age and history. Yes, SFU may benefit from white supremacy and may not have been founded as an institution with BIPOC in mind but a foundation can be built that benefits BIPOC now and going forward for anyone that comes after us
- Can we have more questions on how to improve our knowledge on culture instead of questions on how SFU treats us?
- SFU lack including Black folk in the majority of their EDI Initiatives and additionally make it heavily difficult to consult - in this manner folks are not heard or empowered.
- It is not my place to say if the Black community has felt heard or empowered as a non-Black individual however I believe the past year has shown a lack in support towards the Black community from SFU's side.

Key findings:

14.7% of SOCA Elections Survey 2021 respondents Agrees or Strongly Agrees that SFU does well to make Black folks feel heard or empowered

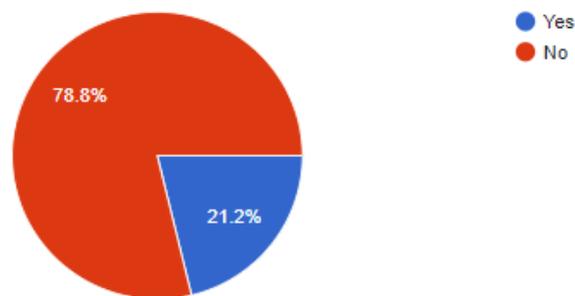
23.5% of SOCA Elections Survey 2021 respondents are neutral that SFU does well to make Black folks feel heard or empowered

61.8% of SOCA Elections Survey 2021 respondents Agrees or Strongly Agrees that SFU does well to make Black folks feel heard or empowered

Question 3: Do you feel as if SFU is equipped to handle anti-Black racism in the classroom or on SFU campus?

Do you feel as if SFU is equipped to handle anti-Black racism in the classroom or on SFU campus?

33 responses



Additional comments:

- It's a tough question, it needs to be put in place as soon as possible, however with adequate curriculum and Black folk governing (these folk also have to get hired) the curriculum development process
- SFU is disproportionately white. This is the first challenge and the only way to equip SFU to handle anti-Black racism is by providing SFU's leadership and student body with the space and resources to understand anti-Black racism. My take is that SOCA, the Black Caucus, ASA and perhaps even ALAS - if they are on board - should lobby for an executive level diversity commissioner to oversee matters of intersectional racial and linguistic minorities. Ideally this individual could be someone coming in from a locale where they've had experience building bridges in this area, either in academia or even diplomacy. If they're hiking our tuition, they can afford to pay the big bucks to someone willing to make us feel safer, seen and heard.
- I think some instructors know how to handle it, while others don't, and SFU as a whole isn't capable
- They can become equipped if they put the proper measures in place to break down the current structures of anti-Blackness in the institution

Key findings:

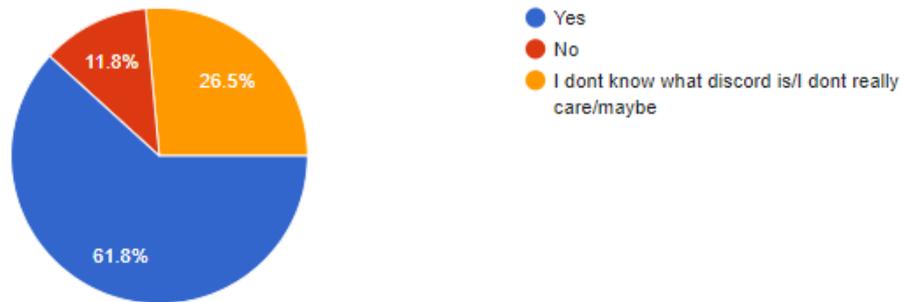
78.8% of SOCA Elections Survey 2021 respondents DOES feel that SFU is equipped to handle anti-Black racism in the classroom or on campus

21.2% of SOCA Elections Survey 2021 respondents DOES NOT feel that SFU is equipped to handle anti-Black racism in the classroom or on campus

Question 4: Would you join discord?

If SOCA had a discord? Would you join it?

34 responses



Other questions such as if folks want to join the whatsapp or if they want to volunteer were also asked, which data was sent to the SOCA Executives to peruse for their purposes (recruitment and organizing).

<https://bit.ly/SOCAVotes2021> was the voting link and has the full list of questions asked.

NOMINATING COMMITTEE REPORT - GENERAL

FULL OUTLINE AND OVERVIEW

The Nominating Committee derives its power from the SOCA Constitution Section VII.3. In SOCA, the Nominating Committee's role includes recruiting potential candidates, and ensuring that each position is filled. This can be achieved by working with potential candidates to determine their preferences after they have been vetted for suitability, eg: if the potential candidate's level of commitment is aligned with the organization's overall goals.

The pre-election period comprises ensuring the Nominating Committee has enough members to reasonably meet and partake in the activities as is necessary for a committee of this nature. As a result, on Dec 11, 2020, the Membership appointed Tsion Gebremedhen, Giovanni HoSang and Monique Leslie to sit on the SOCA Nominating Committee for the SOCA Spring 2021 General Elections. In addition to this, the election periods were called and outlined in that same [meeting](#) (**Nomination Period: Feb 22 to Mar 2, Campaign Period: March 3 to 12, Voting Period: March 13 to 16**), in line with the SFSS Bylaws and the SOCA Constitution. The [SOCA Constitution](#) stipulates that the General Election must be held in March of every year, while the [SFSS Bylaws](#), say that the Council Election (SOCA has a seat on Council) must be held within weeks 7 to 10, which also falls in March.

Between the appointment of the Nominating Committee, and our first meeting on Feb 15, 2021, the Nominating Committee engaged in online dialogue to get versed in the various documents, constitutions, policies and procedures for running elections, as well as regarding SOCA via the WhatsApp platform. This included talking about prior Election policies, the nomination and election processes, and the recruiting and transition planning. Following this, we hosted our first meeting on February 15, 2021, and had weekly meetings up until March 22, 2021, totaling 7 official weekly meetings and 1 special meeting. In addition to those meetings, we held workshopping sessions for various reasons such as recruiting candidates. We also created a Google Group to have discussions via email, and to use this as a point of contact for the candidates or other SOCA members to contact the Committee (Address: nominatingcommittee-sfusoca@googlegroups.com).

In February, we focused on finalizing policies to send to the Membership for approval, finalized the graphics and social media release schedule (ie: what posters to create and when to post them), as well as requested access to SOCA's various social media platforms to complete the Nominating Committee work (ie: Mailchimp, Facebook, SOCA Weebly Website, Instagram, Canva). This enabled us to prepare and promote the elections at

the various periods. Also in February, we decided which page of SOCA's website all information pertaining to the elections would be posted, (ie: candidate information, platforms, various election activities, various links such as the [nomination form](#) and [voting link](#), and housed the [SOCA constitution](#) and the [elections policies \(Election - SFUSOCA\)](#)).

In line with the various election periods (Pre-nomination, Nominations, Campaign and Voting), we conducted meetings focused on how to organize and prepare for the said period. For example, in early February, prior to the nomination period, we focused on creating the nomination form and the mailing list to send out said forms, while in late February, we focused on recruiting new candidates to submit nomination forms. On the forms, we requested information to be used for each candidate's platform (eg: why they are running, their time commitment/availability, relevant experience, a picture for their campaign poster. We provided a template poster on Canva for them to post candidate information, however, candidates also had the option to use their own poster). We also collected information to be put on the Executives page on SOCA's website after elections.

At the beginning of March, we finished recruiting candidates; we successfully recruited candidates for all but one of the positions available. We extended the nomination period by one day, until March 3, 2021, to successfully recruit for a remaining vacancy we thought was critical to fill (FIC Rep), especially as a potential candidate had expressed interest earlier in the nomination period but hadn't submitted their nomination form. We also hoped to recruit a potential candidate for another vacant position, but we did not end up filling this role (ITO).

At our March 8 meeting, we scheduled daily posts to promote candidates with their campaign posters and candidate info on social media (ie: Facebook), scheduled Mailchimp candidate announcements, planned voting open promotions strategy and decided how to report election results on the website.

At our March 15 meeting, we followed up on the tasks to create Mailchimp templates, and the formatting for the website to be released when winning candidates are elected and votes are counted and to be announced . During this meeting, we also downloaded the SOCA mailing list to identify eligible voters based on the [election policy's](#) cutoff date and time to sign up for SOCA's mailing list, which was set for March 12, 2021, @6PM PST.

At the end of the voting period, we had a special meeting on the 17th of March to count the ballots. This included counting all eligible votes to see if the candidates got the requisite number of votes. Candidate votes by ineligible voters were not counted in the tally, but their answers from the optional survey were recorded. Therefore, we removed submissions that were from community members that are not current SFU or FIC students

AND who did not sign up to the Mailing List by the cut-off date as outlined in the election policies.

On March 22, 2021, we met and worked on the SOCA Nominating Committee report, compiled our key findings and discussed a tentative date for a retreat planning meeting for the newly elected Executive members. In addition, we cleaned up the motions for the submissions for agenda items for the next SOCA meeting on March 26, 2021.

Here are our minutes from all Nominating Committee meetings with personally identifiable candidate info and communications redacted: [SOCA Nominating Committee meeting minutes](#)

TIMELINE

| Pre-Nomination Period (December 2020 - February 22) | |
|---|--|
| Dec 11 | Appointment of Nominating Committee by SOCA Membership |
| Dec 12 | Whatsapp Group Chat for Nominating Committee created |
| Dec 12 - Feb 15 | Nominating Committee members got acquainted with the relevant docs |
| Feb 15 | Nominating Committee meeting - went over policies and governing documents, set graphics schedule, amended draft policies, got access to SOCA social media accounts, set Nominating Committee process |
| Feb 15 | Election Policies submitted to Executive members - 2021/2022 SOCA ELECTIONS POLICIES |
| Feb 17 | Election Policies approved by Executive members |
| Nomination Period (February 22 - March 2, extended to March 3) | |
| Feb 22 | Nominating Committee meeting |
| Feb 26 | Membership accepted Election Policies & amended elections process to include ITO - 2. Meeting Minutes - Feb 26th, 2021 - SFU SOCA |
| Feb 27 | Nominating Committee workshopping session for recruitment |
| Mar 1 | Nominating Committee meeting |
| Campaign Period (March 3 - March 12) | |

| | |
|--|---|
| Mar 8 | Nominating Committee meeting |
| Voting Period (March 13 - March 16) | |
| Mar 15 | Nominating Committee meeting |
| Mar 17 | Counted the election votes |
| Mar 22 | Worked on SOCA Nominating Committee report |
| Resources: | Policies - link Constitution - link Nominating Committee Meeting Minutes - link |

Note on Pre-election period:

We also collected the required information to be used as a part of promotions and what would be needed for the website in the future. The Nominating Committee also recommended election policies, and established communications and website strategy to keep membership and others aware of each stage of the election process.

Additional: The election policies outlined the process for promoting candidates (maximum of two posts over the duration of the campaign period per candidate, however, all positions were uncontested in this election).

INDIVIDUAL COMMITTEE MEMBER REPORT

Giovanni Hosang

Summary

I had an amazing time on the committee. The meetings were well designed, good agenda and we had a good rhythm of operation and had clear to-dos after each meeting. The training on how the committee works was very important. We had a conversation about how the constitution gave the committee the power to do its work, then the Motion which established the timeline for the Elections. From there we worked on creating guidelines to ensure the committee can govern the conduct of the elections well. A lot of the work from there on end was just ensuring we are doing the requisite communications work, communicating with the candidate as well as social media, and accepting the survey from responses and taking the appropriate actions from there.

Various Election Periods (Pre-voting, Nominating, Campaign, Voting, Post-voting):

Summary:

Pre-voting period entailed a lot of learning about the policies and setting internal scheduling. The nominating period proved to be a lot of work due to the form creation and the communicating back and forth with candidates and recruiting them as well. The campaign period we realized that we could just promote the candidates through the various social media on a daily basis by scheduling the posts up front which was done by Tsion from the committee. Voting Period I stayed up to ensure the voting link was ready to go on the start of the voting period then shared the link and updated the website accordingly. Post-voting period we set a separate meeting.

Good that we should continue doing:

- Have a schedule in mind when doing action items in each period

Good that we should improve:

- Should plan two meetings in advance of the upcoming period as opposed to the meeting prior

Something we should not do next time, that we did this time:

- We had Waited late to hold the first meeting - we should instead meet shortly after the committee is struck to do the training on the governance documents (Constitution, Manual, Elections Policies, Motions and Timeline etc)

Communications:

Summary: We used Whatsapp to communicate in between meetings, as well as google

groups to communicate with each other via email. If someone emailed the nominatingcommittee-sfusoca@googlegroups.com their email would come in the form of an email to everyone AS well as in the form of a forum post on google groups. Which enables all election related material to come in one place on each committee members emails. As a result we used this to communicate formally with each other as well as to communicate with candidates. This means we cc'd the committee mailing list for each motion

Good that we should continue doing:

- 1 main group chat on whatsapp
- google groups set up prior to everything

Good that we should improve:

- Have rotating duties on who respond to emails
- communicate updates to membership in the General Members Chat often

Something we should not do next time, that we did this time:

- communicate more directly with prospective candidates earlier + prior to nomination period

Meetings:

Summary: The meetings were good and had clear action items to ensure we had each part prepped. One of the greatest things was the work to ensure that we had each person adding info on what their thoughts on what each agenda topic is. A lot of validation of others thoughts and a good respect for the collective's decision was central to the success of the meetings.

Good that we should continue doing:

- Meet weekly and check in halfway in the week on whatsapp or use special meetings where necessary. Weekly Monday meetings at 7pm worked perfectly
- Ensure that the agenda prior so people can see it at the start and have a quick overview
- Follow up in between to check in on each other
- Set special meetings as necessary if there is must-do work in between meetings

Good that we should improve:

- communicate the agenda prior to the meeting

Something we should not do next time, that we did this time:

- Many meetings ran over, have better estimation of the time
- We didn't Manage timing as well - we should better and schedule more workshopping meetings in the week

Policies and Training Process:

Summary: At the start of the committee being struck we sent out the relevant documents, motions and the constitutions section to see what was relevant to the committee. This included the past elections policies that needed revision so we could amend and present to SOCA for adoption. After this process, at our first meeting we went through everything that the committee members needed to know (the Constitution section on execs and elections, the Elections Policies, the Motions related to the elections that set the timeline and the struck the committee, and other relevant docs like the SOCA manual). After this, we used continuous collective checkins and with anything that wasn't established we decided on it democratically.

Good that we should continue doing:

- Send documents way in advance of first meeting

Good that we should improve:

- Have a separate training session separate from the first meeting

Something we should not do next time, that we did this time:

- N/A

Recruitment process:

Summary: This recruitment process was mostly centered around the nominations period. Even though there were promotions on the upcoming elections prior to that period, not much was done to gauge interests prior. Therefore, a lot of conversations happened during the nominations period to get. We have to get people on the nominating committee that is well involved in the community and each person does their best to actively recruit candidates.

Good that we should continue doing:

- Each person reach out separate from the posts online and try to get people spread across positions
- Add secondary positions to the nominations form survey link so people can fall back to their second preferred if they realize that the primary position wanted would be contested

Good that we should improve:

- should reach out to people earlier and start promoting elections periods in January
- Schedule posts early on to promote the upcoming elections and have material for SOCA early on

Something we should not do next time, that we did this time:

- We didn't ask execs for help prior to nomination period to promote elections - we should Ask outgoing execs for help earlier - including videos on why people should run for SOCA etc

GENERAL Pain Points:

- Nominating committee was too well rounded for comfort :p

GENERAL Recommendations:

- Strive to have 90 mins of work on each agenda, and if the work can't be done in that time, schedule a follow up in the week so folks aren't burnt out.
- Schedule workshopping sessions when busy work is to be done (example recruiting or following up on a todo item)
- Schedule posts like Facebook posts for comms in one go
- Advertise very early
- Let people know who is on the nominating committee and don't be afraid, if it is personal, people appreciate it more
- communicate results, call for nominations etc with folks and groups around campus as well to promote on your behalf

Tsion Gebremedhen

Summary

I truly enjoyed being a part of the Nominating Committee, and can say that I have learned a lot from the process. I felt like we had a good workflow, with very productive meetings. Given that nothing is ever perfect, I found that this team was especially accommodating of each other and mindful of other commitments that we may have, and so I felt that we were all supportive of each other at all times. We worked seamlessly and had quite a successful election period overall.

Various Election Periods (Pre-voting, Nominating, Campaign, Voting, Post-voting):

Summary: This entire process went well overall. We met weekly which helped keep us on track. The Nominating period was the period which required the most time since we were doing a lot of individual outreach to recruit potential candidates, and chatting with folks about the various positions. The campaign period was smooth as we scheduled our posts ahead of time. Voting and post-voting also went very smoothly.

Good that we should continue doing:

- Have structured, and realistic meeting agendas
- Meet weekly at a designated date & time for consistency

Good that we should improve:

- Can outline entire plan for the duration of the election period (from pre- to post-voting) earlier on
- Have clear to-do action items for each member, and review these at each meeting to maintain accountability in a fair way

Something we should not do next time, that we did this time:

- Meet at an earlier date, and maybe have infrequent meetings during pre-voting period

Communications:

Summary: Our Whatsapp group chat was great for touching base with each other and checking in on our tasks/clarifying anything as needed. Our communication was excellent, which really helped make the process more streamlined.

Good that we should continue doing:

- 1 main group chat between members of the Nominating Committee
- Google Groups email for nominees/potential candidates to reach out to us

Good that we should improve:

- Monitor the google groups more, maybe designate a person, or else rotating person, who will monitor this and respond to incoming mail

Something we should not do next time, that we did this time:

N/A

Meetings:

Summary: We had weekly meetings throughout the process from pre- to post-voting period. These meetings were so productive and great for outlining our tasks, touching base on what needed to be addressed, and next steps. Our meeting agendas were provided before the meeting so we knew what we needed to get done. The workshopping meetings were also very productive. It was a great process, and I didn't even feel like we had as many meetings as we did.

Good that we should continue doing:

- Check ins and check outs, as well as a fun activity (I felt this helped us build rapport and make this less of an overly formal process)
- Well structured meeting agendas, including meaningful acknowledgements of Indigenous lands and peoples who have stewarded these lands

Good that we should improve:

- Maintain/use a recurring Zoom link for our meetings that everyone pins somewhere (this may not be applicable for the next Nominating Committee, as per COVID/other guidelines)

Something we should not do next time, that we did this time:

- Have a rotating chair for the meetings, so that all of this work doesn't fall on one person; this should include setting the meeting agenda
- Don't spend too much time fixing details, or writing/editing your work unless it's specifically a workshopping meeting
- Try to realistically estimate the duration of meetings, and stick to this

Policies and Training Process:

Summary: We reviewed these documents mostly on our own in the time between the creation of this Committee and the first meeting.

Good that we should continue doing:

- Receive these documents prior to starting the Committee work

Good that we should improve:

- Have a more "formalized" or structured method to ensure we have gone over all of the pertinent points in the Constitution, election policies/procedures etc.

Something we should not do next time, that we did this time:

N/A

Recruitment process:

Summary: I thought this process went well in the end, but during the process it was a little tough as we were individually reaching out to folks. For example, if you don't know many people from the community, or have established relationships with folks, it can be tough to do outreach. Perhaps we will need to come up with better strategies moving forward for outreach; this should be planned more ahead of time than we were able to do this year.

Good that we should continue doing:

- Take time to reach out to folks individually to gauge their interest in the roles

Good that we should improve:

- Posting on social media was good, but I think we need a better strategy moving forward that is more tailored, and engages folks better
- Scheduling posts to ensure that info is always disseminated in a timely fashion

Something we should not do next time, that we did this time:

N/A

GENERAL Pain Points:

- N/A

GENERAL Recommendations:

- Set individual action items/to-do's at the end of each meeting to keep each other accountable, and take detailed minutes during the meetings
- Fun check ins, and check outs, to set the tone of the meeting and end on a good note
- Meet at regularly scheduled times (every week)
- Being accommodating of each other :)
- Start meeting with the Nominating Committee earlier in the semester to build stronger strategy for the entire elections period
- Plan strong strategy for social media well ahead of time
- Advertise elections (at all stages) more during general SOCA meetings

Monique Leslie

Summary

Being on this committee was a learning experience for me and it allowed me the opportunity to understand the process it takes to implement and execute a fair election. My fellow committee members were exceptional, we had excellent communication and collaborative energy. Also everyone was open to assisting on any tasks to allow the process to be more easeful ,a very helpful team.

Various Election Periods (Pre-voting, Nominating, Campaign, Voting, Post-voting):

Summary: It was difficult reaching out to potential candidates for the nomination period but this could possibly be due to it being online due to COVID. This made it a bit awkward to me. The campaigning process was manageable because we automated most of our emails and created templates and Facebook posts, so we did not have to physically be there to post. We were extremely proud of the website page for the election, because it created a hub for all things election. Voting process was also good, we had a substantial voter turnout, however, a few individuals were ineligible due to reasons listed in the policies. Post-voting was a bit more exhausting, which I would attribute to the early time we had to count the votes at 7:30 am. All and all, a learning and fruitful experience.

Good that we should continue doing:

- Automating the emails from the mailchimp and also the social media posts for Facebook, brought about a lot of ease.
- Uploading the excel sheet of the mailing list on day of voter registration.

Good that we should improve:

- Contacting potential candidates, possibly training and templates on what to say when reaching out.

Something we should not do next time, that we did this time:

- The candidate nominating process felt a bit rushed. Because we had to be finding individuals while also doing other preparation elements for the elections. So if we were able to get started on getting an understanding of those that were interested earlier, it would have been awesome and less uncomfortable for those, like myself, who had a difficulty and anxiety around reaching out to individuals randomly.

Communications:

Summary: Communication in the group was excellent. We used whatsapp to check in and send updates. Also the google groups was our way of contacting candidates, since we had no access to the email as the nominating committee.

Good that we should continue doing:

- Keep the google groups, it allows everything to stay in the one place that is election related.
- Whatsapp is also good.

Good that we should improve:

- I think I could have improved in communicating with the candidates more on an individual level on how their campaigning was going and if they had any questions.

Something we should not do next time, that we did this time:

n/a

Meetings:

Summary: We had weekly meetings, with a thorough agenda. We also took time to schedule check ins and moments of pause to unwind from the rigorous labour that this process requires.

Good that we should continue doing:

- Having a structured day and time to have the meetings and check ins was helpful in keeping us on track.
- Prioritizing territory acknowledgement and checking with each other on our own well-being.
- Creating deliverables for each member to do and complete in-between meetings to keep the ball moving.
- Taking minutes in the meetings, helped us in the reporting at the end and with tracking progress.

Good that we should improve:

- The meetings were usually longer meetings because we had so much to cover but possibly we could have tried to shorten them.

Something we should not do next time, that we did this time:

- Start having meetings earlier before the elections would allow us more progress over a longer stretch of time.

Policies and Training Process:

Summary: I wasn't trained for the election process initially. However, fortunately Giovanni was fully aware and knowledgeable of the process and had helped in training and giving us insight on the SOCA Constitution guidelines on the process and guiding policies that govern the elections.

Good that we should continue doing:

- Policies read through and training on the process.

Good that we should improve:

- Start the training process earlier after the individuals decide to join the committee.

Something we should not do next time, that we did this time:

- Try to change the vote count time from 9am to 11am in the policies to allow for the committee members to have rest, especially because one member has to stay up late to close the vote at 12am, which I believe was extremely exhausting.

Recruitment process:

Summary:

Good that we should continue doing:

Good that we should improve:

Something we should not do next time, that we did this time:

GENERAL Pain Points:

- N/a

GENERAL Recommendations:

- Start the training process earlier after the individuals decide to join the committee.
- Start having meetings earlier before the elections would allow for more progress over a longer stretch of time.
- The weekly meetings may seem like too much but it is actually beneficial in creating a space to track progress and deliverables that need to get done, because this election process has a lot of moving parts which requires some amount of consistency for a smooth process.
- Take minutes at every meeting, this will allow your reporting process to be easier at the end because you will have all the information in the minutes.
- Put out a call for individuals who have interest in positions early in SOCA meetings or events, possibly 2 months before the nomination period to give you an idea of who may be interested in certain positions will save you a lot of awkward conversations which also don't take personally.
- Have some laughs with your committee members and don't forget to acknowledge and remember that you all are playing an integral role in maintaining SOCA's presence on campus and its continuity.

MOTIONS TO APPROVE FROM ELECTIONS

Motions to approve:

1. Election results received and Nominating Committee report

Whereas, the elections voting closed on March 16, 2021 and results were released by the Nominating Committee

Be it resolved that the results as outlined in the Elections Report be accepted and the respective positions be filled as listed for the 2021/22 Executive team to start their term effectively at the end of the transition retreat,

Be it further resolved to receive the Nominating Committee Report 2021/22
moved/ seconded

Note: this specific president's transition will be complete on April 30th as they will not be eligible for the Presidency until May 1, 2021 due to their role on the SFSS Board

2. SFSS Council Seat Appointment

Whereas, SOCA has a seat on SFSS Council and there has been a newly elected Internal Relations Officer whose role includes sitting on this seat on council,

Be it resolved, to appoint the Linda Kanyamuna - the new Internal Relations Officer - to be the appointed person on representative seat as per the SOCA Elections Results on the SFSS Council for May 1, 2021 - April 30, 2022

Be it further resolved that Balqees Jama - the new President, and Isaac Maulana - the New Vice President, be appointed as the alternates on Council as per SFSS Bylaws 6.27

3. At Large Appointment

Whereas, as per the SOCA constitution and SOCA practice after the elections, an at large is appointed,

Whereas the at large appointee shall take on responsibilities that fit within his or her capabilities and time constraints and that it is not mandatory that the Exec-at-large have a specific portfolio;

Whereas, the at-large representative may be appointed in consultation with the Executive,,
Be it resolved that SOCA appoint an at large for the 2021/2022 year.

4. ITO Appointment

Whereas, during this year's election there is a vacancy for the Information Technology Officer position,

Whereas, SOCA may decide to hold by-elections for the Information Technology Officer position,

positions or appoint an Acting Information Technology Officer position, until the by-elections in the Fall to fill any vacancies.

Whereas, it is preferred to fill vacancies for the upcoming year until any by-elections to held,
Be it resolved to appoint an SOCA Acting Information Technology Officer for the year 2021/22 until the next By-elections

5. Bank Account Transfer

Whereas, over the last year the bank authority was switched by motion from "Afia Poku - President, Sebastian Barreto - Vice President, Eileen Kimaro - Secretary, Nathan Ngongo - Treasurer" to "President - Tim Maruti, Vice President - Monique Leslie, Treasurer - Juanita Julius, and Acting Secretary - Mubarak Adebawale",

Whereas, over the year, due to COVID-19 the bank signing authorities weren't transferred and the current authorities at the bank account are still "Afia Poku - President, Sebastian Barreto - Vice President, Eileen Kimaro - Secretary, Nathan Ngongo - Treasurer",

Be it resolved that SOCA Membership authorizes the incoming Executives "Balqees Jama - President, Samia Ishimwe - Treasurer, Secretary - Mohamed Conde Lofte, Isaac Maulana - Vice President, Linda Kanyamunya - Internal Relations Officer" to be the the signing authorities on the SOCA Bank Account "ACHSA Bank Account "Named The African and Caribbean Heritage Students Association SFU" with Bank Account Number **#72710 00030 18,**

Be it further resolved that SOCA Membership authorizes the removal of the current signing authorities on the account,

GENERAL RECOMMENDATIONS

- Create and Appoint folks on the Nominating Committee from in the second to last month Prior to the Elections Semester that is to be held (ie November for the Spring Elections, July for the Fall Elections) and approve the policies soon thereafter, as well as call the elections date at that meeting.
- Have a preliminary training session meeting then have a first official meeting afterwards that you set the schedule of everything for each period including recruitment, postings, nomination form, elections voting form, weebly website page, social media page ettc
- Ensure weekly meeting starting at least in January weeks prior to the start of the Nominating Period
- Start promoting the Nominating Period prior to February and use February as a recruitment tool as more folks are involved during BHM, Elections next year must be completed by March 13, 2021 per the SFSS Bylaws (between weeks 7 to 10 of classes). Example (Nom Feb 21 to 4th, Campaigns 5 to 8, Voting - March 9 12am and march 10 at 6pm and count then have meeting the next day even to report the results and deliver the NomCom report)
- Create all the canvas templates from the previous year's template including Call for Nominations posters, candidate template posters, campaigns announcement posters, voting period posters, and post-voting posters
- Create all hidden pages on the weebly of the Election Pages in advance of the elections so it's easy to switch on and update the elections page to be a hub for all things elections for each period on the SOCA website

MEETING MINUTES AND DOCUMENTATION

- Google Groups: nominatingcommittee-sfusoca@googlegroups.com
 - SOCA gmail now has access to this. For future
- Elections Policies: [2021/2022 SOCA ELECTIONS POLICIES \(sfusoca.ca\)](https://sfusoca.ca/2021/2022-SOCA-ELECTIONS-POLICIES)
- SOCA Constitution: [soca_constituion_approved_mar_2019.pdf \(sfusoca.ca\)](https://sfusoca.ca/soca_constituion_approved_mar_2019.pdf)
- Minutes of Nominating Committee meetings:
 - [SOCA NOMINATING COMMITTEE MEETING MINUTES - Google Docs](#)
- Nominating Committee Report: [SOCA Nominating Committee Report 2021](#)
- SOCA Canva Designs: Look in the Canva for Old Created Designs for Elections
 - Candidate Platform Poster Template: [SOCA ELECTION PLATFORMS TEMPLATE](#)
- SOCA Elections Call for Nominations Mailchimp ([SOCA This Week](#))
- SOCA Nomination Link: <http://bit.ly/SOCANominations2021>
- SOCA Submit Nominations Facebook Post: [link](#) | [link](#)
- SOCA Elections Candidate Announcements Mailchimp: [SOCA This Week | March 10, 2021](#) | Facebook: [link](#) | Instagram: [SFU SOCA \(@sfusoca\)](#)
- Candidate promotions post on Facebook example - [link](#)
- SOCA Voting Link: <https://bit.ly/SOCAVotes2021>
- SOCA Elections Voting Period Open: [SOCA Elections 2021: Voting Period is Now Open](#) | Facebook - [link](#)
- SOCA Results Announced: [March 17: SOCA UPDATE | SOCA Elections Results are Out](#)