

TITLE: ELECTORAL COMMITTEE TERMS OF REFERENCE

Policy No.: B2025

Category: Council and Self-Governance

Sub-Category: Committee Terms of Reference

Effective Date: ~~July 31, 2013~~[TBA](#)

1. PURPOSE

The Langara Students' Union (LSU) Electoral Committee is a Standing Committee that reports to the Chief Returning Officer (CRO) who is an impartial, third-party contracted to oversee and ensure the fair, democratic and appropriate electoral and referenda processes. The Electoral Committee's main role is to support and take direction from the CRO consistent with LSU Bylaws, Policy and procedures.

2. MANDATE AND AUTHORITY

The Langara Students' Union (LSU) Electoral Committee is a Standing Committee as established in LSU Bylaw [Articles 6.1 and 7.9.2-8.1 \(ii\)](#). The committee may strike sub-committees as needed.

The committee's mandate depends upon whether Council has hired a Chief Returning Officer (CRO) ~~per~~ [Bylaw Article 6.1.1, per Bylaw Article 9.1.21](#).

- The Electoral Committee reports to the CRO and provides support at his or her direction.

To promote fairness, transparency and accountability, LSU members 'in good standing' are eligible and encouraged to serve on the Electoral Committee.

3. RESPONSIBILITIES

The CRO may delegate electoral tasks to the Electoral Committee. At the discretion and direction of the CRO, the Electoral Committee may perform a variety of tasks such as:

- Developing, resourcing and coordinating electoral and referenda processes;
- Screening for eligibility requirements and declaring results to individual applicants per Policy B2510, *Electoral Eligibility*;
- Monitoring member conduct throughout election and pre-election process;
- Striking a sub-committee(s) to investigate and make recommendations regarding allegations of misconduct;
- Striking a sub-committee(s) to deal with regular or irregular electoral and referenda processes;
- Participating in the review of electoral or referenda processes and making recommendations for future improvements, including this Terms of Reference Policy;
- Engaging the Spokesperson to work with the CRO to respond to media inquiries;
- Arranging for the elected candidates take the Oath of Office and sign the Council Code of Conduct at or prior to the first meeting of the new Council;
- Accurately report all electoral expenses to the CRO and CFO on Staff; and
- Perform any other duties as necessary for the successful, democratic and fair elections of LSU Council.

Furthermore, the Electoral Committee holds itself to a high level of conduct, impartiality and ethics. All LSU Bylaws and policies will be followed and adhered to. The committee will pay special attention to ensure that no individual is in a Conflict of Interest situation as defined in Policy B1004, *Conflict of Interest*.

- Staff will ensure that all volunteer members are fully oriented and trained on the Bylaws, policies and procedures of LSU.

4. EXPECTED OUTCOMES

~~For the period of July 2013 – October 2013~~ For any Electoral Period, the Electoral Committee is expected to:

- ~~Participate in the process of contracting with a CRO;~~
- Complete all tasks assigned by the CRO per Section 3 of this policy;
- ~~Ensure the development of a full suite of Electoral Policies, procedures and protocols in cooperation with staff and at the direction of the CRO;~~
- Accurately participate and grade all submitted Eligibility applications
- ~~Receive the Electoral Review Report (or similar format) from the CRO prior to being presented at the first Council meeting;~~
- ~~Accurately report and track expenses and other matters to CRO for presentation to the new Council in the Fall of 2013, at the conclusion of each Electoral period.~~
- Ensure that a meeting is held to endorse the CRO changes approved by Council for the next General election, By-election or Referenda elections.
- Review, adjust and make changes to the election policies

For the period of ~~October 2013 – end April 2013~~ any electoral period, the Electoral Committee is expected to:

- Engage the CRO's services as required and at Council's wishes to complete referenda and by-elections;
- Further support the work of the CRO in completing referenda and by-elections;

5. COMPOSITION AND APPOINTMENTS

Composition

The Electoral Committee shall be comprised of the Directors and Staff as voting members of the committee as identified in the Bylaws and this section. Specifically;

- Elected member of ~~2012-13 Council (Chair) 2016-2017~~ (or outgoing) LSU Council (President or VP External Affairs)
- Staff member appointed as the Deputy Returning Officer (DRO)
- The ~~Executive Director~~ Chief Financial Officer on Staff
- Any other staff as is deemed necessary.
- Up to six (6) additional LSU members 'in good standing' who volunteer and are deemed appropriate for the role

Appointments

- Council may appoint and remove Directors as it sees fit.
- For volunteers; the staff member responsible for elections (i.e., the DRO) or designated staff may nominate such volunteers; the CRO approves the nominations.

6. MEETINGS

Formatted: Not Highlight

- The Chair works collaboratively with the CRO and Staff to schedule and call meetings and set the agenda
- Meetings happen as often as is required to successfully conduct and conclude the elections, by-elections and referenda
- Motions pass by a majority vote
- Meeting proceedings are governed by applicable LSU policy.

7. RESOURCES

The resources approved for this Committee between the periods of ~~July 12 August 31, 2017~~ and the ~~concluded~~ election of the new Council in the Fall of ~~2013-2017~~ are as follows:

Financial

Staff members administer, monitor and handle all financial matters on behalf of the Electoral Committee and the CRO. The following are the approved expenses for the Electoral Committee:

- Normal budget allocation for carrying out LSU elections and referenda
- CRO stipend
- Budget for volunteer training and appreciation
- Budget for recruiting, hiring, training and compensating Poll Sitters
- Posters, advertising and promotional expenses as required
- Budget for light refreshments for committee members and volunteers; meals if meetings or work spans the meal times of breakfast, lunch or dinner

Human

The Committee will have the expertise and guidance of the CRO available to it as necessary and appropriate. However, the committee will respect the time and scope of the CRO’s contract. ‘Over and above’ requests that result in CRO contract scope or cost increases will require a ~~favourable~~ ~~favorable~~ two-thirds majority vote of the Electoral Committee and the approval of the Executive Director. All such increases will be reported to the newly elected Council members before the second meeting of the new Council.

8. REVIEW AND EVALUATION

Council will deem the Electoral Committee to have been successful if the following items are completed:

- ~~2013-2017~~ **Fall General Elections:**
 - Provided a report to the new Council on the election expenses, proceedings and outcomes. Alternately, this report will be provided to the CRO for inclusion in the CRO’s Report to Council
 - Satisfactorily supported the CRO’s work
- **Other As-needed Elections, By-elections and Referenda:**
 - All necessary steps and processes were successfully completed
- **By end of April 2014 in the following year 2018:**
 - The committee submits a year-end report to Council before the end of April ~~2014~~ ~~2018~~. The content of this report may be extracted and presented to the membership at the AGM. This report will include an overview of accomplishments and matters still needing attention.

Formatted: Font: 10 pt, Bold

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 10 pt, Bold

Formatted: Font: 10 pt

FACT SHEET

Relevant Dates

Approved: [July 31, 2013](#)
Effective: [July 31, 2013](#)
Review: October 31, ~~2013~~[2017](#) or as needed

History

July 31, 2013 This is a new Policy approved by Council resolution to support the new LSU Bylaws which came into effect on ~~March 1, 2013~~[August 2017](#). This policy replaces ~~Part 6, Policy 24 of the 2012 LSU Policy Manual~~.

Related Policy

- B1001 Committees and Sub-committees
- B1002 Meetings and Agenda
- B1003 Council Code of Conduct (Council)
- B1004 Conflict of Interest
- B1005 Oath of Office
- B1006 Discipline
- B2000-2011 Roles and Duties for Directors
- B2500 Elections, By-elections and Referenda
- B2510 Electoral Eligibility
- B2520 Candidacy and Campaigning
- B3000 Member Code of Conduct

References and Acknowledgements:

Not applicable.

Hard Copy:

Signed: _____

Print Name: _____

Position on Council: _____

Date: _____