

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Elections and Referenda Official Staff Hiring

Date: July 12, 2013 – BOD

Motion: Elections and Referenda Official Staff Hiring

Preamble

Election Officials are essential for carrying out the Election and Referenda process. The Chief Returning Officer and the Deputy Returning Officers are important for overseeing the election and referenda process and ensuring that the election and referenda are held in a transparent manner to ensure free and fair elections.

The Union shall hire a Chief Returning Officer to carry out the election process and other duties delegated. The Union must also hire no less than one (1) Deputy Returning Officer. The Union also has the right to hire Election and Referenda support staff (e.g. polling clerks) for the purposes of carrying out the election process.

Election Officials work under the supervision of the Chair of the Elections and Referenda Committee and the Elections and Referenda Committee.

Hiring Timeframe for Chief and Deputy Returning Officers

The hiring of the Chief and Deputy Returning Officers process begins prior to the beginning of the election nomination period. The following is a timeframe, on a month basis, that must be followed as part of the process:

Fall elections

- July/August: Job posting circulated for election officials
- August: Interview process and hiring of Chief Returning Officer and Deputy Returning Officers

Spring elections

- November: Job posting circulated for election officials
- December: Interview process and hiring of Chief Returning Officer Deputy Returning Officers

Hiring of Election Support Staff

The hiring of the election support staff is conducted by the Election and Referenda Committee. The Committee should circulate a job posting to fill the vacant staff positions.

Hiring Committee

The necessity for non-partisanship makes the hiring of Election and Referenda Officials of the Union unique in character. The decision to hire Election and Referenda Officials falls under the purview of the Elections and Referenda Committee.

The Elections and Referenda Committee selects the Election and Referenda Officials who must be ratified by the Board of Directors through the adoption of the Committee minutes.

Election Official Responsibilities

All responsibilities are delegated by the Chair of the Election and Referenda Committee and the Election and Referenda Committee.

Responsibilities are also outlined in the Election Procedure Code governing the election process.