



## **Role and Responsibilities of the Chief Returning Officer**

### **Rationale**

Clear responsibilities for the SAMU Chief Returning Officer ensure that the preparation for, and the proceedings of, elections and referendums are fair and transparent.

### **Definitions**

A **Candidate** is a SAMU general member who is nominated to run for an elected representative role or a SAMU general member who is running a campaign for or against a specific referendum question.

The **Chief Returning Officer** refers to the person, who is not a SAMU general member or staff member, formally appointed by Students' Council to oversee SAMU elections and referendums.

### **Expectations**

#### **Roles and Responsibilities**

- 1** The Chief Returning Officer (CRO) adheres to SAMU bylaws and policies.
- 2** The CRO is responsible for ensuring the operation of open, fair, and impartial elections and referendums in accordance with bylaws, policy, and procedure.
- 3** The CRO receives complaints and interprets bylaws, policies, and procedures pertinent to the operations of elections and referendums.
- 4** The CRO may impose disciplinary action against a candidate.
- 5** The CRO responds to all interpretation and approval requests from SAMU Members within 24 hours.
  - 5.1** Interpretations will be communicated to all candidates.
- 6** Subsequent to each election, the CRO confirms the results of the election and/or referendum(s) based on the ballot tallies and is responsible for submitting a written report to Students' Council that reports the results of the election or referendum(s), the processes used, gives suggestions for future improvements, and provides any additional information the CRO deems relevant.

#### **Appointment and Removal**

- 7** The CRO is appointed by Students' Council for a term that ends on April 30 of the following year.



7.2 The appointment of the CRO is renewable upon annual review and recommendation.

8 If the CRO position becomes vacant, a new CRO or interim CRO may be appointed for the remainder of the current term.

9 If the CRO is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the CRO.

### **Honourarium**

10 The CRO receives an annual honourarium of \$1500.00.

10.1 The CRO remuneration will be reviewed every second year.

10.2 Changes to remuneration of the CRO require the recommendation of the Students' Council Operations Committee.

### **Indemnification**

12 SAMU shall indemnify the Chief Returning Officer and hold them harmless for lawful acts or decisions made by them in good faith while performing their duties to the full extent allowed by law.

**Fact Sheet****Approvals:**

First Approval – August 21, 2024

Last Approval –

**Date of Last Review:****Related Documents and Forms:****Source and Updates:**

August 21, 2024: *Role and Responsibilities of the Chief Returning Officer* Policy approved by Students' Council motion 2024-08-21-7.1. Source material taken out of the *Elections* Procedure.