

ELECTIONS COMMITTEE TERMS OF REFERENCE

1. INTRODUCTION

The Elections Committee Terms of Reference outline the framework for ensuring fair and transparent elections within Ontario Tech Student Union (OTSU). The Chief Returning Officer (CRO) holds the sole authority to interpret the Elections Policy. The objective of the Elections Committee is to support the CRO in administering elections that are fair, transparent, and compliant with the policies and procedures, ensuring integrity and trust in the electoral process.

2. REPORT

The Elections Committee reports to the OTSU Board of Directors.

3. ADMINISTRATION OF ELECTIONS

- 3.1 The Executive Director and HR are required to establish an Elections Committee to oversee the OTSU Elections before the close of the Nomination Period. The Elections Committee shall be composed of:
 - 3.1.1 Three (3) Student-At-Large Representatives (voting);
 - 3.1.2 Two (2) eligible members of the current Board of Directors, as nominated by the Board (voting);
 - 3.1.3 OTSU President or their designate (voting);
 - 3.1.4 CRO and any DRO (non-voting); and
 - 3.1.5 OTSU Executive Director (non-voting).
- 3.2 The quorum for the Elections Committee's meetings shall be:
 - 3.2.1 At least 50 percent of its voting members; and
 - 3.2.2 one non-voting member.
- 3.3 The Executive Director will be the Chair of the Elections Committee and will only have a vote in the event of a tie.
- 3.4 Any voting member of the Elections Committee who plans to stand in the General Elections or By-Elections must resign from the Elections Committee immediately, as per the Leave of Absence clause in the General and Society Elections Policy.
- 3.5 From the start of the nomination period until the announcement of the election results, the president will be a nonvoting member.

4. DUTIES & SCOPE

4.1 The Elections Committee shall:

- 4.1.1 Reserve the right to overrule any decision or interpretation made by the CRO;
- 4.1.2 Hear any appeal of a decision made by the CRO;
- 4.1.3 Act autonomously from any Ontario Tech, Durham College or Student Union influences;
- 4.1.4 Provide a timeline for the Nomination and Elections Period to be approved by the Board;
- 4.1.5 Make recommendations to the CRO on all matters, including Bylaw amendments. The CRO shall include these recommendations in a final report;
- 4.1.6 Act impartially and in the best interest of the Student Union. The Board may remove members of the Elections Committee if they fail to act impartially;
- 4.1.7 Not demonstrate support for a Candidate;
- 4.1.8 Familiarize themselves with the Bylaws, Elections Policy and Procedure;
- 4.1.9 Conduct the elections in a fair manner;
- 4.1.10 Meet regularly during their term to plan and discuss the upcoming elections; and
- 4.1.11 Has the power to disqualify a candidate or rule any elections void.

4.2 The Chief Returning Officer (CRO) shall:

- 4.2.1 Report any and all conflicts of interest to the Board. The Board may dismiss the CRO as a result of said conflicts of interest through an Ordinary Resolution;
- 4.2.2 Ensure a democratic, impartial, fair, transparent, and accountable elections process;
- 4.2.3 Organize and administer the All-Candidates Meeting;
- 4.2.4 Organize and moderate the All-Candidates Forum(s);
- 4.2.5 Enforce the Nomination and Elections Policy and the General Bylaws as they relate to Elections;
- 4.2.6 Issue official results to Candidates, Members, the media, and other relevant parties; and
- 4.2.7 Issue a final report to the Board.

4.3 The Deputy Returning Officer (DRO) shall:

- 4.3.1 Ensure a democratic, impartial, fair, transparent, and accountable election process;
- 4.3.2 Help the CRO enforce the Society Election Policy and other policies as they relate to the Elections;
- 4.3.3 Review and approve all campaign materials produced by candidates;
- 4.3.4 Assist in organizing and administering the All-Candidates Meeting; and
- 4.3.5 Authorize all election notices, publicity and campaign materials.