

ELECTIONS REVIEW COMMITTEE STANDING ORDERS

Mandate

In accordance with Bylaw 100 of the University of Alberta Students' Union, the Elections Review Committee:

- (a) shall review the *Bylaw Respecting the Elections, Plebiscites and Referenda* of the Students' Union;
- (b) shall solicit feedback from key stakeholders on the Bylaw referenced in (a) and the elections process it prescribes;
- (c) shall submit a report to Students' Council detailing their findings and recommendations by the last meeting in November.

Meetings

1. Quorum of the Elections Review Committee shall be three voting members.
2. The Elections Review Committee shall hold a meeting, coordinated through the Speaker of Students' Council, before the first meeting of its Students' Council in order to:
 - a. elect a chair from within its voting membership,
 - b. set initial standing orders, and
 - c. adopt a meeting schedule.
3. Additional meetings of the Elections Review Committee may be called by either the Chair or three voting members of the Committee, provided that:
 - a. every member of the Committee has received at least seventy-two hours notice of the meeting, or
 - b. every voting member of the Committee consents to the meeting taking place.
4. Meetings of the Elections Review Committee may be cancelled by:
 - a. a simple majority vote of the Committee to amend the meeting schedule, or
 - b. the unanimous consent of all voting members to the cancellation.
5. Meetings of the Elections Review Committee shall occur in person and are open to the public, unless the Committee moves *in camera*.

Records

6. The Chair of the Elections Review Committee will take attendance at each meeting of the Committee.
7. The Chair of the Elections Review Committee shall assign the task of recording the minutes at each meeting to one of the members of the Committee.
8. Members of the Elections Review Committee may amend their comments in the minutes when the minutes are being approved by the Committee.
9. The Chair of the Elections Review Committee shall, after each meeting of the Committee, submit to Students' Council a report including:
 - a. any decisions made by the Committee acting under authority delegated to it by Students' Council;
 - b. any recommendations made by the Committee to Students' Council;
 - c. any standing orders adopted by the Committee; and
 - d. the last approved Minutes of the Committee.

Membership

10. Should a vacancy on the Elections Review Committee occur, then the Committee shall recommend the nomination of additional member(s) to Students' Council at its next meeting.
11. Should the Chair of the Elections Review Committee leave the voting membership of the Committee, the position of chair shall be considered vacant and a new chair shall be elected at the next meeting.
12. The Chief Returning Officer of the Students' Union shall be a non-voting member of the Election Review Committee

Chair

13. The Chair of the Elections Review Committee shall be a voting member.
14. The Chair of the Elections Review Committee shall:
 - a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
 - b. arrange for the preparation and distribution of the Committee agenda;
 - c. moderate debate at meetings of the Committee;
 - d. respond to the questions of members of the Committee in a timely fashion;
 - e. assign duties to members of the Committee, such duties pertaining to the fulfillment of the mandate of the Committee;
 - f. maintain the Standing Orders of the Committee; and

g. submit reports to Students' Council, as required.

15. Should the Chair of the Elections Review Committee be absent from a meeting of the Committee, the Committee shall then elect an interim chair from within its voting membership for the duration of the meeting.

16. The Chair of the Elections Review Committee may be removed from the post of chair by a simple majority vote of the Committee.

Responsibilities of Members

17. The Elections Review Committee may recommend to Students' Council, by a simple majority vote, the removal of any permanent member who is not carrying out his/her duties in contributing to the fulfilment of the mandate of the Committee.

Proxies

18. To appoint a proxy to the Elections Review Committee, the member thereof must provide a notice to that effect to the Chair of the Committee:

- a. stating the name and e-mail address of the eligible member of Students' Council who will serve as proxy,
- b. indicating the duration of the appointment, and
- c. that is signed by the appointing member of the Committee or e-mailed to the Chair of the Committee no later than two hours prior to the Committee meeting.

Rules of Order

19. The Chair of the Elections Review Committee will use his/her discretion in administering an informal style of Robert's Rules of Order to conduct the business of the meeting.

Structure of Sessions

20. The Order of Business for the Elections Review Committee shall be:

- a. Approval of the Agenda
- b. Approval of the Minutes
- c. Announcements
- d. Old Business
- e. New Business
- f. Discussion
- g. Confirmation of Next Meeting Date
- h. Adjournment

Orders of the Day

21. Any voting member of the Elections Review Committee may submit Orders of the Day to be considered by the Committee.

22. Orders of the Day must be submitted to the Chair of the Elections Review Committee and the Administrative Assistant to Students' Council by noon on the business day prior to the Committee meeting.

23. The agenda package for the Elections Review Committee will be published in the following manner:

- a. an electronic copy will be e-mailed to the Committee members by the day before the meeting, and
- b. paper copies will be provided at the Committee meeting.

24. The Order of Business notwithstanding, the Chair may designate any Order of the Day a Special Order.

Standing Orders

25. The Standing Orders of the Elections Review Committee may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.

26. The Standing Orders of the Elections Review Committee do not expire, but shall be reintroduced at the Committee's first meeting.