

Bylaw 2100
**A Bylaw Respecting the Chief Returning Officer and Elections Staff of
the Students' Union**

1. Short Title

This Bylaw may be referred to as the “Chief Returning Officer and Elections Staff Bylaw.”

2. Definitions

In this Bylaw

- a. “member” shall be anyone who is an undergraduate student currently enrolled in at least one course for credit at the University of Alberta;
- b. “D.I.E. Board” shall be the Discipline, Interpretation, and Enforcement Board of the Students' Union, as set out in Judiciary of the Students Union Bylaw, Bylaw 1500; and
- c. “student newspaper” refers to the Gateway.

3. Mandate

This bylaw shall govern the duties and hiring process of the Students' Union Elections staff.

4. Elections Staff Composition

The elections staff shall consist of:

- a. the Chief Returning Officer; and
- b. one (1) or more Deputy Returning Officers, at the discretion of the Chief Returning Officer and as permitted by budgeted availability of funds.

5. Elections Staff Hiring Process

(1) The Chief Returning Officer shall be ratified by Students' Council after a recommendation is issued by a committee composed of:

- a. the Chief Returning Officer, as chair, voting only in the event of a tie;
- b. two (2) members of the D.I.E. Board
 - i. in the event that less than two (2) members of the D.I.E. Board are available to serve on the committee on at least seven (7) days' notice, the Council Administration Committee may appoint an individual who is not a member of Students' Council for each D.I.E. Board seat on the committee unable to be filled.
- c. the Chair of Council Administration Committee, as a non-voting member;

i. the Chair of Council Administration Committee shall forward the selection committee's recommendation to Students' Council.

and

d. the Manager of Discover Governance, as a non-voting, administrative member.

(2) If the Chief Returning Officer position is vacant after the hiring process in 5(1) has occurred, the Council Administration Committee shall recommend a candidate to be ratified by the Students' Council.

(3) The Deputy Returning Officer(s) shall be hired by a committee composed of:

a. the Chief Returning Officer, as chair, voting only in the event of a tie;

b. two (2) members of the D.I.E. Board

i. in the event that less than two (2) members of the D.I.E. Board are available to serve on the committee on at least seven (7) days' notice, the Council Administration Committee may appoint an individual who is not a member of Students' Council for each D.I.E. Board seat on the committee unable to be filled.

c. the Chair of Council Administration Committee, as a non-voting member;

i. the Chair of Council Administration Committee shall forward the selection committee's decision to the Council Administration Committee.

and

d. the Manager of Discover Governance, as a non-voting, administrative member.

6. Elections Staff Eligibility Requirements

(1) The Chief Returning Officer shall not concurrently hold any position of Students' Council or any of its boards and committees, the D.I.E. Board or the Students' Union's paid staff.

(2) The Deputy Returning Officer(s) shall be required to remain members for the Fall and Winter academic terms of their term in office and shall not concurrently hold any position of Students' Council or any of its boards and committees, the D.I.E. Board, or the Students' Union's paid staff.

7. Elections Staff Terms of Office

(1) The Chief Returning Officer shall serve from May 1 to April 30 of the following year.

(2) The Deputy Returning Officer(s) shall serve from no sooner than October 1 to April 30 of the following year.

8. Duties of the Elections Staff

(1) The duties of the Chief Returning Officer shall include:

- a. overseeing the implementation of the Elections Bylaws, Bylaws 2100 through 2500;
- b. such duties as may be required of the Chief Returning Officer under the Elections Bylaws, Bylaws 2100 through 2500; and
- c. the submission to Students' Council of a written report of activities and recommendations prior to April 30.

(2) The duties of the Deputy Returning Officer(s) shall include:

- a. such duties as may be required of the Deputy Returning Officer(s) under the Elections Bylaws, Bylaws 2100 through 2500; and
- b. such assistance as required by the Chief Returning Officer in the discharge of his/her duties, as set out in Section 8(1).

9. Elections Staff Reporting and Dismissal

(1) The Chief Returning Officer shall report directly to Students' Council, and shall be dismissed only by a two thirds (2/3) majority vote of Students' Council on two consecutive meetings, to be held not less than one (1) week apart.

(2) The Deputy Returning Officer(s) shall report directly to the Chief Returning Officer, and shall be dismissed only by a simply majority vote of the permanent members of the Council Administration Committee.

10. Advertisement

The C.R.O. shall develop a communications plan to advertise the nomination deadline and the elections in the student newspaper. This communications plan will include at minimum the advertisement of the nomination deadline in the campus newspaper and will be presented to the Council Administration Committee thirty (30) days prior to the commencement of campaigning.