

CHIEF RETURNING OFFICER POLICY

**POLICY: EL-02
ELECTIONS**

Reviewed	Executive Director	July 2022
Approved	Executive Committee	July 2022

POLICY INTENT

The intent of this policy is for SABVC to successfully manage the role of the Chief Returning Officer (CRO). The CRO is responsible for overseeing all aspects of SABVC's elections and referendum. The CRO must be unbiased when inspecting and enforcing SABVC Bylaws, and Election Policy and procedures.

CONTEXT

As per the Bylaws, the CRO is an individual hired or appointed by SABVC for election proceedings. The CRO will ensure compliance with SABVC Bylaws and policies, and will assist in conducting free and fair elections and referendums.

POLICY

Chief Returning Officer Eligibility, Selection, and Orientation

- 1.0 An individual is not eligible to become the CRO if they are:
 - 1.1 A current student; or
 - 1.2 Have graduated from a BVC Program within one year of the election.
- 2.0 The Executive Director is responsible for posting the CRO job description, seeking applications, and recommending the CRO for approval to:
 - 2.1 The Executive Committee for the September election;
 - 2.2 Students' Council and Board of Governors Representative appointment for the March election;
 - 2.3 Students' Council for a referendum;
 - 2.4 Student's' Council for any necessary appointment or electoral process after the September election;

- 3.0 The Executive Director shall orient the CRO.
- 4.0 The CRO shall be a neutral individual with no apparent, potential, or explicit conflicts of interest or biases in the election or referendum. They shall be able to handle the challenges and demands that may come with the position.
- 5.0 The CRO shall be available for SABVC during work hours for the nomination period, campaign period, election date(s), and 5 business days after the election results are announced.
- 5.1 In case the SABVC Appeals Committee receives an appeal after the election results are announced, the CRO must be available for SABVC until the appeal process is finalized.

Election Responsibilities

- 6.0 To ensure a fair and equitable election, the CRO shall act independently from SABVC with no apparent interest in the outcome. The CRO must not have any actual or perceived Conflict of Interest in respect to the election, as determined by the Executive Director and Students' Council.
- 7.0 The duties and responsibilities of the CRO include:
- 7.1 Being the main communication channel and answering questions in person on campus and/or online via email between nominees, candidates, and SABVC;
 - 7.2 Being responsible for the official results and all SABVC election official announcements to potential candidates and nominees;
 - 7.3 Managing the candidate's nomination packages;
 - 7.4 Reviewing, analyzing, and making decisions to respond to complaints, comments, and inquiries regarding candidate conduct and the administration of the election, documenting all issues, and sanctions thoroughly;
 - 7.5 Reviewing inquiries regarding SABVC Election Policy and procedures;
 - 7.6 Address and document in writing any misconduct or violation of election Bylaws or policies;
 - 7.7 Being part of the Electoral Committee as a member;
 - 7.8 Chairing the All Candidates Meeting;
 - 7.9 Attending the All Candidates Forum;
 - 7.10 Being present on campus during the election date(s) to monitor the voting process;
 - 7.11 If the voting process is held in person, the CRO is responsible for assisting the Executive Director in:
 - 7.11.1 Overseeing the voting process including the transportation of ballots and ballot boxes; secure set-up and tear-down of voting stations each day; and confirming the eligibility of voters;
 - 7.11.2 Facilitating the counting of ballots;
 - 7.11.3 In the event of a tie, the ballots shall be recounted immediately. If a tie vote is confirmed, the CRO shall determine the winning Candidate by a coin toss;

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7.12 Assisting the Executive Director and a minimum of two witnesses in examining and announcing the results of online voting;

7.13 Verifying the final election tallies and declaring the names of the elected Candidates;

7.14 Providing a final report detailing the election process to SABVC.

8.0 A CRO shall be paid a fair honorarium to be determined each year by Students' Council in compensation for their service.

Reporting

9.0 The CRO is to report all appeals to the Appeals Committee; election and referendum matters to the Students' Council; and operational matters to the Electoral Committee.

Candidate Conduct

10.0 Refer to the Election Candidate Manual for information about candidate conduct.

RELATED POLICIES

EL-01 Election Policy

EL-01-A Election Candidate Manual

GV-01 Policy on Role of Students' Council

GV-01-A Students' Council Procedures

GV-02 Policy on Role of Executive Committee

GV-04 Policy on Role of Board of Governors Representative