Standing Resolution

**Chief Returning Officer**

The Chief Returning Officer (CRO) is responsible for presiding over all elections, by-elections, and referenda of the Association; and to act as the official representative of the Association in all matters pertaining to elections.

The CRO must be prepared to:

1. Send out notices with respect to nominations for open positions

* This should be done 5 weeks prior to any election date, as stated in GSA Bylaws **Article 3, Section 2**

Generally, there will be two elections per calendar year: one by-election in October (to fill any vacant positions left over from the general election earlier in the year); and one general election in March (to elect all Executive and Faculty Representative to the Council positions).

2. Act as a liaison to the election service provider

Currently, we are using Simply Voting as our election service provider. The CRO must maintain an ongoing relationship with a representative from the chosen service provider, and is responsible for relaying pertinent information from that provider to Council, especially concerning any modifications to services (as these must be voted on by Council). Ensure to check the expiry date of Simply Voting services is after the election/referendum period and the number of electors corresponds with the number of students eligible to vote.

3. Schedule meetings with candidates before an election

It is important that the CRO schedule a meeting with candidates before any election to ensure all queries have been addressed. At this meeting, the CRO will generally: a.) explain the powers and obligations that attach to each position; b.) explain the on-line election process to candidates; c.) explain the rules of campaigning (as stated in GSA **Article 3, Section 3.1 (2).** ); and, d.) request each candidate submit a written statement that will be added both to the GSA website and to the election ballot.

4. Maintain email contact with candidates before, during, and after each election

It is the responsibility of the CRO to reply to any emails concerning elections promptly and expansively. The CRO must: a.) compile all candidate statements for elections, ensuring those statements are sent both to the GSA office assistant and to a representative of the elections service provider; b.) confirm with each candidate that the position marked on the nomination form is correct; c.) elicit any outstanding material required at various points in the nomination and election periods from candidates; and, d.) inform all candidates of the outcome of the election.

5. Compile a summary after each election (e.g., how many graduate students voted; what percentage of votes did each candidate receive; etc.)

This is often provided by the election service, however the CRO must explain this report to the rest of Council at both the nearest Council meeting (to the date of the election) and at the Annual General Meeting.

6. For other general duties of the CRO, **Article 1, Section 1.5 (3)** of the GSA Bylaws

7. Remuneration

Pursuant to **Article 1, Section 1.5 (5a)** of the Bylaws, shall be remunerated by a set amount defined by council in the form of a standing resolution; therefore, the CRO will be remunerated $250.00 per Election, $75.00 per by-election, and $250.00 per referendum.

To be paid via honorarium through direct deposit to the CRO upon completion of their term.