

Name of the Policy

1. This policy shall be referred to as the "Chief Returning Officer Policy".

Qualifications

2. An applicant for the position of Chief Returning Officer must have taken at least one half (1/2) credit during the academic year of applying for the position.
3. The Chief Returning Officer must take at least one half (1/2) credit during his or her term.
4. The applicant must exhibit the ability to handle the tasks involved in the position.

Responsibilities

5. The authority and responsibilities of the Chief Returning Officer will be defined by:
 - (a) Terms of Reference upon hiring by the Board of Directors;
 - (b) The Brock University Students' Union Inc. Bylaw;
 - (c) Policies 301, 400, 401 and 605
6. The Chief Returning Officer shall oversee all electoral logistics including but not limited to:
 - (a) Running elections and referenda as per Policies 400 and 401
 - (b) Organizing polls during elections/referenda, including appointing adequate poll staff and situating polls at appropriate locations across campus, and advertising the poll locations;
 - (c) Overseeing the physical count of paper ballots and the confirmation of online ballot reports during elections/referenda;
 - (d) Reporting the result of an election/referenda to the appropriate parties;
 - (e) Enforcing all elections/referenda rules and regulations along with appropriate penalties if necessary;
 - (f) Arbitrate in any dispute that may arise during the course of an election or referenda;
 - (g) To assess the monetary value of all candidate and referenda campaign materials and apply a fair market value.
 - (h) Begin the process of referendum invalidation outlined in Policy 401
7. The Chief Returning Officer shall be available to all parties during elections/referenda for a minimum of four (4) hours per day from the first day of polling until the last day of polling.
8. The Chief Returning Officer must organize at least three (3) scheduled public forums to be held during the period of campaigning for candidates running for President, Vice President, External Affairs, Vice President, Finance and Administration, and Vice President, Student Services.
9. The Chief Returning Officer shall collect all expense forms for election and referenda by 12 p.m. on the last day of polling, to be submitted to the Director, Government Operations
10. The Chief Returning Officer shall submit to BUSAC, prior to April 30, a final report of the year's activities and recommendations.
11. The Chief Returning Officer shall report to the Board of Directors or BUSAC on elections activity when necessary.

Selection and Term of Office

12. The Chief Returning Officer shall be appointed by the Brock University Students' Union Inc. Hiring Committee to serve from May 1st to April 30th of the year following their appointment.