

Name of the Policy

1. This policy shall be referred to as the "Elections and Referendum Committee Policy".

Composition and Duties

2. The Elections and Referendum Committee shall be composed of the following members:
 - a. Six (6) members of BUSAC as appointed by BUSAC
 - b. Two (2) Students-at-Large from the student body
3. The Elections and Referendum Committee shall be comprised of the following permanent ex-officio, non-voting members:
 - a. BUSU Chief Returning Officer
 - b. BUSU Deputy Returning Officer(s)
 - c. BUSU General Manager
4. At the first meeting, the Elections and Referendum Committee shall elect a Chair who shall:
 - a. Call all meetings of the Committee
 - b. Report on behalf of the Committee
 - c. Report to BUSAC at each scheduled meeting
 - d. Ensure that all committee members receive accurate information relevant to the business of the Committee in a timely manner
 - e. Make sure the committee meets its responsibilities as outlined in this policy
5. At the first meeting, the Elections and Referendum Committee shall elect a Vice Chair who will be responsible for taking detailed minutes during each meeting

Committee Responsibilities

6. The Elections and Referendum Committee shall be responsible for all matters outlined in Policy 400 (Elections and Referendums) and Policy 401 (Referenda Petitions and Polls) which includes attending infraction hearings as needed.
 - a. The Chief Returning Officer will be responsible for sending out all required materials ahead of the each meeting.
7. Work in conjunction with the BUSU Staff and Executives to draft referendum questions and associated Memorandum of Understanding to go to election. All questions and Memorandum of Understandings must be brought to BUSAC or the Board of Directors for final approval.

Annual Report

8. The Elections and Referendum Committee shall be responsible for compiling a final report presented to BUSAC all activities that were undertaken throughout the year by the committee. Furthermore, the said report will make recommendations on how the committee could better fulfill its mandate in the future.