

Name of the Policy

1. This policy shall be referred to as the "Referenda Quality Assurance Committee Policy".

Composition

2. The Referenda Quality Assurance Committee shall be composed of the following permanent *voting* members:
 1. One member of the BUSU Executive, selected by the Executive
 2. Four (4) members of BUSAC as appointed by BUSAC
 3. Two (2) Students-at-Large from the student body as approved by BUSAC
3. The Referenda Quality Assurance Committee shall be composed of the following permanent *ex-officio, non-voting* members:
 - a. The BUSAC Speaker;
 - b. The General Manager;
4. The Referenda Quality Assurance Committee shall be composed of the following as required, *ex-officio, non-voting* members:
 - a. The Chief Returning Officer;
 - b. One (1) Representative from the 'Yes' side of the Petition.
5. At the first meeting of the Referenda Quality Assurance Committee a Chair shall be elected who shall:
 - a. Call all meetings of the Committee;
 - b. Report on behalf of the committee;
 - c. Prepare an end-of-year report to BUSAC;
 - 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.
 - f. Be responsible for maintaining a record of the time spent by committee members on committee business for the purpose of tracking volunteer hours.

Conflicts of Interest:

5. Any member believing themselves to have a conflict of interest must declare such a conflict at the beginning of the cycle for crafting a petition or poll question and associated documentation.
6. The committee, with 2/3rds majority, will determine whether or not a conflict is serious enough that the member must be removed from the committee.
7. If the individual accused of having a conflict of interest disagrees with the decision they may send an appeal to the BUSU Board of Directors for a final ruling. This final ruling shall be determined by a 50%+1 vote.

Pre-Referendum Quality through Development Responsibilities

9. The Referenda Quality Assurance Committee must craft a question, worded in the affirmative, which is without bias and does not include any attempt to manipulate the vote.
10. The committee shall work in conjunction and follow all guidelines as outlined in Policies 401 and 402
11. The committee should seek to reach consensus as often as possible, however failing consensus all questions, memoranda and polls must be passed by a 2/3 majority before being sent to council.

Post-Referendum Quality through Review Responsibilities

14. Create and maintain a fee tracking sheet, recording the year and election period (October, February, March) when a Referendum was successfully passed by the Brock Undergraduate Student Population.
15. Use the aforementioned tracking sheet to determine age of fees and last point at which they were reviewed by the committee, allowing the appropriate time necessary for all fees to achieve their mandate.
16. This committee will fulfill the function of an oversight to various levy's to ensure that proper process and documentation is being followed in accordance with Federal, Provincial and Municipal Law.
11. The committee will use its capacity and working knowledge of Referenda and Elections to review any possible, or reported violations of Memoranda of Understanding pertaining to each specific organization or levy.

Review Process

13. The first meeting of the committee each year will outline the fees that shall fall under review that year, and begin the review process of those fees.
14. Prior to the start of the process any member of the committee must declare any conflict of interest with a fee up for review. That member will be excused from that proceeding and replaced by BUSAC.
15. The committee shall send a Notice of Review to the overseers of the fee by no later than four (4) weeks prior to the referendum's review
16. The overseers of the fee shall provide the committee with all pertinent financial documents at least one (1) week prior to the review meeting
17. Upon receipt of financial information, the committee shall meet to discuss the fee prior to the review meeting.
18. During the review meeting the committee will meet with the overseers of the fee and may ask questions about financials and their Memorandum of Understanding. After this meeting the committee shall offer a recommendation on whether or not the fee should go back to referendum.
19. If findings are positive, the committee shall submit a recommendation to not have the fee sent to referendum. A part of this recommendation will be a presentation to council on why the fee shall not be sent to referendum.
20. If findings are negative, then BUSAC shall facilitate an open question period where the administrators of the fee shall be invited to present and answer questions that students may have regarding the implementation of the Memorandum of Understanding.

Annual Report

1. The Referenda Quality Assurance Committee shall be responsible for compiling in a final report presented to BUSAC all activities that were undertaken throughout the year by the committee.



Policy 603 (*Formerly Bylaw 603*)

Referenda Quality
Assurance Committee

Effective: January 2020

Replaces: September 2018

Furthermore, the said report will make recommendations on how the committee could better fulfill its mandate in the future.