



SUBJECT: Election Committees	POLICY NO: ELEC – 1	LAST REVISED: January 20, 2024
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Policy

The Saskatchewan Polytechnic Students' Association Inc. (SPSA) recognizes that both Elections Committee and Operations Committees need to be established to ensure that the SPSA Elections are fair, transparent and accountable to the student membership.

Procedures

Electoral Officials will include both an Elections Committee and an Operations Committee.

1. The Elections Committee shall:
 - a. Carry out the SPSA Elections in accordance with the SPSA's Bylaws and Policies;
 - b. Be comprised of the following persons:
 - i. Chief Returning Officer (CRO) – shall be appointed by the Executive Council. Should the person holding this position be unable to fulfill their duties, the Executive Council shall appoint a member to assume the duties of this position.
 - ii. Deputy Returning Officers (DRO) – appointed from each member Campus.
 - iii. Student-at-Large from each Campus as appointed by the CRO and DRO.
 - c. Be chaired by the CRO, who will speak on behalf of the Elections Committee;
 - d. Resolve all written concerns presented to the Committee through the CRO;
 - e. Declare the results of the SPSA Elections; and
 - f. Rule on infractions of the Policies and Procedures which may lead to immediate disqualification.

2. The Operations Committee shall:
 - a. Set up the SPSA Elections in accordance with the SPSA's Bylaws and Policies;
 - b. Be comprised of the following persons:
 - i. Chief Returning Officer (Chair)
 - ii. General Manager
 - iii. Marketing Director
 - iv. Executive Assistant
 - c. Be chaired by the CRO;
 - d. Determine the timelines of all SPSA Elections in accordance with the SPSA Bylaws;
 - e. Book all appropriate rooms, spaces and equipment for the SPSA Elections;
 - f. Develop all marketing strategies for each Election at all Campus locations; and
 - g. Acquire a current student list from Saskatchewan Polytechnic.