



SUBJECT: Election Committees	POLICY NO: ELEC – 1	LAST REVISED: January 20, 2026
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Policy

The Saskatchewan Polytechnic Students' Association Inc. (SPSA) recognizes that both the Elections Committee and the 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 populate 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;
 - shall manage the administration and execution of all Election Bylaws, Policies and Procedures;
 - shall act as an ex-officio member of the Executive Council during the Election period;
 - shall collaborate with the Sask Polytech Enrolment Services to confirm candidate eligibility; and
 - should the person holding this position be unable to fulfill their duties, the Executive Council shall appoint a member of the Executive Council to assume the duties of this position.
 - Preference will be made for an external CRO; should no suitable candidate be found, the Executive Council shall appoint a member of the Executive Council as the CRO.
 - ii. Deputy Returning Officers (DRO) – appointed from each member Campus (one per 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;
 - f. rule on infractions of the Policies and Procedures which may lead to immediate disqualification; and
 - g. ensure that post-Election reports and recommendations are presented to the incoming Executive Council.

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; and
 - v. Designated Executive Council member (if CRO is appointed externally);
 - c. be chaired by the CRO;



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- 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.