

## ELECTIONS COMMITTEE PROPOSAL

### CHANGES TO STANDING ORDERS

#### G.1

iv. CUSU staff, other than the Elections Committee Secretary, will undertake the role of Election Administrator/s. The Election Administrator is solely responsible for administrative matters. They will forward any question on interpretation or implementation of non-administrative aspects of the election rules to the Returning Officer. There may be Election Assistant(s) appointed to help with the administration of the elections.

vi. The members of the Elections Committee shall be:

- a) Returning Officer, who shall operate as Chair of the Elections Committee;
- b) Deputy Returning Officer, who shall deputise for the Returning Officer and support the Returning Officer and the Elections Committee in their duties; ~~and,~~
- c) Elections Communications Officer, who shall manage the communications of democratic events overseen by the Elections Committee; and,
- d) Elections Committee Secretary, who shall be a member of non-elected CUSU staff and a non-voting member of Elections Committee. They shall offer impartial guidance to the committee and ensure the proper running of Elections Committee in line with CUSU's Constitution and Standing Orders.

xii. The duties of the Elections Committee Secretary shall be:

- a) To record the minutes of Elections Committee meetings;
- b) To offer guidance and information to voting members of Elections Committee on the principles laid out in CUSU's Constitution and Standing Orders;
- c) To support the voting members, with practical and/or welfare concerns, while they are carrying out their roles on Elections committee;
- d) To provide oversight of the Elections Committee's decision-making, in line with CUSU's Constitution and Standing Orders; and,
- e) To operate communications with the Senior Returning Officer.

xiii. An appropriate staff member shall be nominated for the post of Elections Committee Secretary by the Board of Trustees, requiring CUSU Council approval, alongside the election of voting members.