

## **Nomination Form for Deputy Returning Officer (DRO)**

### **Duties of the GSA DRO**

“Duties of the [...] DRO are to assist the [...] CRO as needed” (GSA Bylaw and Policy, Section D.BYL.3.2.d).

### **Qualifications**

“The CRO and DRO [Deputy Returning Officer] should ideally have previous experience with the administration of student elections” (GSA Bylaw and Policy, Section D.POL.11.4.a).

“The CRO and DRO are expected to be neutral and to act impartially, including declaring any conflicts of interest and rising above individual or departmental interests” (GSA Bylaw and Policy, Section D.POL.11.4.b).

“The CRO and the DRO should have a thorough understanding of GSA Bylaw and Policy, especially with sections pertaining to elections and referenda” (GSA Bylaw and Policy, Section D.POL.11.4.c).

“The CRO and the DRO should have schedules that allow for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks)” (GSA Bylaw and Policy, Section D.POL.11.4.d).

“The CRO and the DRO should be able to adopt a collaborative approach with others and are required to consult with the GSA ERC on many aspects of GSA General Elections, by-elections, and referenda” (GSA Bylaw and Policy, Section D.POL.10.3.d).

### **Meetings:**

The dates for the GSA Elections and Reference Committee have not yet been set. The GSA Chief Returning Officer also attends GSA Council (the dates for which can be found [here](#)). The bulk of work associated with the GSA General Election and GSA Election of the Associate Vice-President Labour is anticipated to take place between October 2023 – March 2024, and the GSA CRO “must be physically present in Edmonton or surrounding areas for the duration of any GSA General Election, by-Election, and/or referendum” (GSA Bylaw and Policy, Section D.POL.11.3.d).

**If you are elected your name will be posted on our website unless you contact [gsanomco@ualberta.ca](mailto:gsanomco@ualberta.ca).**

Please see page 3 for relevant GSA Bylaw and Policy.

This form is designed and circulated by the GSA Nominating Committee and will be circulated to that committee as submitted. If you are not selected for service on a governance body at this time, we will keep your information on file in case there are other opportunities we think you might be interested in. If you do **not** want us to keep your application on file, please notify us.

### Part One

<b>Name</b>	
<b>Department, Program &amp; Expected Graduation Date</b>	
<b>UAlberta email</b>	
<b>Personal pronouns</b>	
<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	

### Part Two

<b>Statement of Interest: Tell us why you would like to volunteer to serve as Deputy Returning Officer.</b>
<b>Bio: Provide a brief description of yourself and how your skills and experience (academic, professional, and volunteer related) would be an asset to this position.</b>

*Note: The information on this form is collected under the provisions of the Alberta Personal Information Protection Act. The GSA is committed to safeguarding the personal information entrusted to it by graduate students and you are invited to contact the GSA if you have any questions or concerns related to the collection of information.*

### **Relevant GSA Bylaw and Policy**

The position and duties of GSA DRO as per GSA Bylaw and Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers are as follows:

#### **C.POL.6 Attendance**

##### C.POL.6.2 GSA Council-Elected Officers

C.POL.6.2.a The Speaker, Deputy Speaker, Chief Returning Officer (CRO), Deputy Returning Officer (DRO), and Senator are expected to attend all GSA Council meetings.

C.POL.6.2.d If the Deputy Speaker or DRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Deputy Speaker or DRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED (or delegate), will consider what action(s) should be taken.

#### **D.POL.11 Chief Returning Officer and Deputy Returning Officer**

##### D.POL.11.1 Duties

D.POL.11.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees the GSA General Election and election of the Associate Vice-President Labour (AVPL), by-elections, and referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw and Policy, Sections I.BYL.1.1 and J.BYL.1.1).

D.POL.11.1.b The CRO monitors candidate and Campaign Representative activities and disciplines candidates and Campaign Representatives for alleged breaches of GSA Bylaw and Policy on elections and referenda.

D.POL.11.1.c The CRO serves as a non-voting member of the GSA ERC.

D.POL.11.1.d The CRO oversees the GSA General Election and election of the AVPL, by-elections, and referenda:

D.POL.11.1.d.i On the recommendation of the GSA ERC, the CRO approves timelines for the GSA General Election and election of the AVPL, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda, and communicates these timelines to GSA members.

D.POL.11.1.d.ii With advice from the GSA ERC, the CRO advertises the nomination period for any GSA General Election and election of the AVPL (or any by-elections), the registration period for any referendum, and the voting periods for the GSA General Election and election of the AVPL, by-elections, and referenda.

D.POL.11.1.d.iii On the recommendation of the GSA ERC, the CRO approves nomination forms for the GSA General Election and election of the AVPL (and any by-elections) and registration forms for referenda, in accordance with GSA Bylaw and Policy on elections and referenda.

- D.POL.11.1.d.iv On the recommendation of the GSA ERC and with advice from the Executive Director (ED) (or delegate) and the Financial Manager, the CRO approves the electronic software or applications used to run the GSA General Election and election of the AVPL, by-elections, or referenda.
- D.POL.11.1.d.v On the recommendation of the GSA ERC, the CRO approves the layout of the ballots for the GSA General Election and election of the AVPL, by-elections, and referenda.
- D.POL.11.1.d.vi The CRO holds at least one (1) All-Candidates Meeting during a GSA General Election and election of the AVPL (or by-election), and at least one (1) Meeting of the Campaign Representatives in a referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election and election of the AVPL, by-election, or referendum.
- D.POL.11.1.d.vii With advice from the GSA ERC, the CRO plans a GSA General Election and election of the AVPL or by-election forum for GSA members to ask candidates questions.
- D.POL.11.1.d.viii The CRO reviews and approves campaign materials as per GSA Bylaw and Policy on elections and referenda.
- D.POL.11.1.d.ix With advice from the GSA ERC, the CRO issues interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election and election of the AVPL, by-election, or referendum.
- D.POL.11.1.d.x With advice from the GSA ERC, the CRO receives, manages, and rules on alleged breaches of GSA Bylaw or Policy, of interpretations issued by the CRO, or other applicable policies or laws in accordance with GSA Bylaw and Policy, Sections I.POL.11 and J.POL.12.
- D.POL.11.1.d.xi The CRO observes procedural fairness when dealing with complaints and consults with the ED (or delegate) on procedural fairness.
- D.POL.11.1.d.xii The CRO keeps a written record.
- D.POL.11.1.e Reporting
- D.POL.11.1.e.i The CRO communicates the results of all GSA General Elections and elections of AVPLs, by-elections, and referenda to GSA members.
- D.POL.11.1.e.ii The CRO submits a written report to GSA Council following any GSA General Election and election of the AVPL, by-elections, or referenda.
- D.POL.11.1.e.iii The CRO reports to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General Election and election of the AVPL or by-election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances).
- D.POL.11.2 Duties of the Deputy Returning Officer and Acting Deputy Returning Officer
- D. POL.11.2.a The Deputy and Acting Deputy Returning Officer (DRO) report directly to the CRO. If a candidate declares a potential bias on the part of both the CRO and DRO in their nomination

form, then the ERC must appoint a neutral delegate as an Acting DRO within forty-eight (48) hours to handle any matters concerning this candidate only.

- D.POL.11.2.b The duties of the DRO(s) are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.
- D.POL.11.2.c The DRO serves as a non-voting member of the GSA ERC.
- D.POL.11.3 Restrictions for CRO and DRO
  - D.POL.11.3.a The CRO and DRO may not hold any other representative position in the GSA.
  - D.POL.11.3.b The CRO and DRO, as well as the “Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not serve as a Campaign Volunteer for any candidate whatsoever” in an election (GSA Bylaw and Policy, Section I.POL.10.9) and “not serve as a Campaign Representative or Campaign Volunteer for any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (GSA Bylaw and Policy, Section J.POL.11.4).
  - D.POL.11.3.c The CRO and DRO must not have run in the most recent GSA General Election and election of the AVPL and/or by-election or served as a Campaign Representative in the most recent referendum.
  - D.POL.11.3.d The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA General Election and election of the AVPL, by-election, and/or referendum.
- D.POL.11.4 Qualifications of the CRO and DRO
  - D.POL.11.4.a The CRO and DRO should ideally have previous experience with the administration of student elections.
  - D.POL.11.4.b The CRO and DRO are expected to be neutral and to act impartially, including declaring any conflicts of interest and rising above individual or departmental interests.
  - D.POL.11.4.c The CRO and the DRO should have a thorough understanding of GSA Bylaw and Policy, especially with sections pertaining to elections and referenda.
  - D.POL.11.4.d The CRO and the DRO should have schedules that allow for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks).
  - D.POL.11.4.e The CRO and the DRO should be able to adopt a collaborative approach with others and are required to consult with the GSA ERC on many aspects of GSA General Elections and elections of AVPLs, by-elections, and referenda.
- D.POL.11.5 Training of the CRO and DRO
  - D.POL.11.5.a The CRO and DRO will receive a broad range of training, as needed, as determined by the ED (or delegate).