



**University Students' Council of the University of Western Ontario
CHIEF RETURNING OFFICER (CRO) TERMS OF REFERENCE**

EFFECTIVE: DAY MONTH YEAR **SUPERSEDES:** DAY MONTH YEAR

AUTHORITY: . Committee **RATIFIED BY:** Council
DAY MONTH YEAR

RELATED DOCUMENTS:

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1.00 CHIEF RETURNING OFFICER (CRO)

1.01 The Chief Returning Officer shall:

- (1) Report to the Governance Officer;
- (2) Be chair, *ex-officio*, of the Elections Committee;
- (3) Set the election schedules in accordance with the By-Laws;
- (4) Authorize all official notices, elections publicity, and campaign materials subject to By-Law #2;
- (5) Communicate with ITS, the USC System Administrator, the Vice-President Communications, and all other necessary parties to ensure all electronic requirements are met, including online balloting;
- (6) Liaise with all other campus partners, including but not limited to Facilities Management, Residence Managers, and affiliate college students' councils, to ensure consistent expectations of candidate conduct during elections periods.
- (7) Organize an All-Candidates Meeting to inform all candidates of election procedures;
- (8) Organize and establish guidelines for Candidate Forums and Debates;
- (9) Ensure, in conjunction with the Elections Committee that By-Law #2 is enforced;
and,
- (10) Issue the official election results to candidates, the public, and the media.

