

University Students' Council Elections Committee (2015-2016)

1.0 Marketing & Logistics Sub-Committee

- **Manager of Marketing & Logistics**

- Will monitor progress of all initiatives and activities undertaken by each member of this sub-committee, in addition to initiatives tasked to the sub-committee as a whole.
- The manager will work closely with other sub-committee managers, the Chief Returning Officer (CRO), and the Deputy Returning Officer (DRO) to implement training protocols, in addition to strategic goal setting.
- Will make a brief presentation at the all candidates meeting explaining the function of this SC.

- **Get Out The Vote Campaign Commissioner**

- This position is dedicated to revamping the USC's Get Out The Vote Campaign (GOTV) in an effort to combat voter apathy.
- During first semester, this individual will make contact with USC's VP Communications in order to reach common ground on the objectives that will be achieved throughout the campaign.
- Will lead the entire sub-committee in brainstorming ideas for marketing initiatives that will strengthen the GOTV campaign. This will also involve brainstorming sessions with the USC's new promotions team.
- Will act as a liaison between the USC's promotions team and this sub-committee.
- This individual will, in partnership with the Communications Commissioner, be responsible for all Elections Committee social media accounts (i.e. Facebook, Twitter, Instagram, etc.) regarding upcoming events and all other elections-related information.

- **Events Commissioner (x2)**

- Will be responsible for creating electronic ballots for all candidates.
- Will coordinate with Residence Councils and Faculty Councils to setup multiple electronic polling stations throughout campus (ex: Natural Science, Weldon Library, Recreation Centre), as well as in student residences.
- With the assistance of the Manager of Marketing and Logistics and CRO/DRO, will organize all logistics surrounding the President/Vice-President Slate debate (i.e. location booking, audio/visual booking, equipment booking, catering, question gathering/screening, locating a moderator, etc.)
- Will assist the CRO with results night, and any other formal events the Elections Committee decides to host.

- **Communications Commissioner**

- Primary responsibility will be to record minutes of all meetings conducted by the Elections Committee as a whole.
- Will coordinate with the Western Gazette and CHRW to ensure efficient communication between the Elections Committee and media, in terms of meeting minutes and finalized violation reports.
- Will coordinate with Creative Services to ensure that all candidates abide by all policies set forth by By-Law 2.
- Will work with a member of the Violations Sub-Committee to conduct poster patrols – i.e. review designated locations for elections materials and ensure all advertising is approved by CRO.
- Will draft media releases regarding different Elections Committee business, as instructed by CRO.

- **Residence Marketing Commissioner**

- Will be the primary liaison between Residence Councils and the Elections Committee. More specifically, will coordinate between Residence Councils and Elections Committee regarding all GOTV Campaign initiatives that involve first year residences.
- Will work closely with the Get Out The Vote Campaign Commissioner.
- Will assist the Events Commissioner with establishing polling stations in student residences.
- Will coordinate with the Violations Sub-Committee to ensure campaign regulations are being abided by in residences - weekly/daily random residence walkthroughs.
- Will educate first year students as to what candidates can and cannot do re: campaigning and explain methods of reporting By-Law 2 violations.

2.0 Investigations Sub-Committee

- **Manager of Election Investigations**

- Will monitor progress of all initiatives and activities undertaken by Violation Investigators, in addition to initiatives tasked to the sub-committee as a whole.
- Will work closely with other sub-committee managers, the CRO, and the DRO to implement training protocols, in addition to strategic goal setting.
- Will be well versed in all relevant sections of By-Law 2 and ensure investigators have sufficient knowledge of election regulations.
- Will work with the CRO to improve the operational/procedural efficiency of this sub-committee, in addition to creating supporting documents and forms to make Investigators more effective.
- Will assist the CRO in training the Investigators.
- Will be responsible for receiving, processing, and delegating all allegations of candidate misconduct.
- Will have the authority to call hearings for candidate misconduct.
- Will supervise all hearings conducted by the sub-committee.
- Will personally conduct, along with the CRO, all hearings involving a slate, presidential candidate, or vice-presidential candidate.
- Will make presentations to the Elections Committee regarding any and all hearings that are conducted.
- Will proof read all violation hearing reports written by Investigators.
- Will retain all investigation reports/documents until the end of the election period, at which point the Manager will submit said documents to the CRO.
- Will assist the CRO in preparing and conducting any and all appeals of Election Committee decisions.
- Will make a brief presentation at the all candidates meeting to explain the function of this sub-committee.

- **Violation Investigator (x5)**

- Will be trained in relevant areas of By-Law 2, violation investigation protocols, and violation hearing procedures.
- Will conduct investigations into candidate misconduct, under the direction and supervision of the Manager of Election Investigations and/or CRO.
- Will have the opportunity to lead hearings, as assigned by the Manager. This is with the exception of any and all hearings involving a slate, presidential candidate, or vice-presidential candidate.
- Will draft violation reports that will be submitted to the Manager for review.
- Will make presentations to the EC regarding any and all hearings that are conducted.
- Will assist the CRO and Manager in preparing and conducting any and all appeals of Election Committee decisions.

3.0 Finance Sub-Committee

- **Manager of Campaign Finance**

- Will monitor progress of all initiatives and activities undertaken by the Reimbursement Commissioner, in addition to initiatives tasked to the sub-committee as a whole.
- Will be well versed in relevant sections of By-Law 2 and the Elections Finance Procedure document.
- Will work with other sub-committee managers, the CRO, and the DRO to implement training protocols, in addition to strategic goal setting.
- Will work with CRO to improve candidate expense reporting system; proficiency in Microsoft Excel is an asset.
- Will calculate, as setout in By-Law 2, campaign spending and contribution limits.
- Will generate candidate information materials that outline campaign spending and contribution rules in a user-friendly manner.
- Will validate and ensure expenses of candidates are being properly recorded.
- Will make a brief presentation at the all candidates meeting explaining the function of this SC.

- **Reimbursement Commissioner**

- Will assist the Campaign Finance Manager with all finance-related activities, as assigned by the Manager.
- Will be responsible for a specific list of candidates and their expenses/contributions.
- Will validate and ensure expenses of assigned candidates are being properly recorded.
- Will ensure all candidate finance policies are being abided by.