

## Officers

### A. Duties of the Deputy Returning Officer

#### *Job Description:*

The DRO oversees all electoral logistics and implements voting procedures on the Augustana Campus for ASA General Elections, By-Elections, and Referenda, as well as University of Alberta Students' Union elections. The DRO must be familiar with election bylaws and policies for both the SA and the U of A Students' Union.

#### *Responsibilities:*

##### Advertising

- Advertise available SA and SU positions at least one week prior to the opening of nominations.
- Advertise the Candidate's Forum at least one week prior to the scheduled date.
- Advertise the poll clerk positions.
- Advertise dates for voting at least one week prior to the opening of the polls.
- Advertising includes, but is not limited to posters, table tents, newsletters, etc.
- Election results must be posted in public locations within 24 hours of the results becoming official.
- The advertising budget for the DRO is \$500 for all elections or referenda in the academic year.

##### Training/Information

- The Augustana DRO is required to meet with the SU CRO and receive training on voting procedures.
- Conduct meetings to familiarize candidates about their rights and responsibilities as a candidate in the SA Elections.
- Conduct meetings to familiarize poll clerks about voting procedures and student conduct in the area near the polling stations.

##### Discipline and Appeals

- Hear, in confidence, any appeal or request for review made with respect to any election, by-election, or referendum, or the conduct of any candidate, officials, or ASA member.
- Investigate all claims and questions brought before the office and recommend to the ASC appropriate measures regarding remedial action to be taken.

## **Officers**

- Take immediate remedial action as described within the limits of any ASA Election bylaws and policies to rectify any infraction identified during the course of an election.
- Disqualify candidates, materials, representatives, or members, who, in the opinion of the DRO, have contravened the provisions of any ASA bylaws or policies and procedures that pertain to election conduct.
- Issue demerits to candidates for minor infractions of election policy or bylaws.
- All demerits of disqualifications must be communicated directly to the candidate through verbal contact and written documentation.

### General Duties

- Is an ex-officio member of the Executive Committee.
- The DRO shall mark an unspoiled ballot for each position or question at an advanced poll, thus relinquishing his/her right to abstain from voting
- The DRO must be present for the counting of ballots, and shall properly advertise the results to the student body
- Communicate with candidates and Students' Association representatives throughout the election.
- Must submit a final report containing information on any issues arising, action taken, recommendations, contacts, and any other information pertinent to future elections.