

## Policy regarding the CRO duties and selection

### Chief Returning Officer

- 1) Duties: the CRO shall supervise all aspects of the following:
  - a. Nominations and annual elections for LFA president, vice-president, and other members of the Board of Directors, including the timely circulation of candidates' statements and information pertaining to the elections.
  - b. If requested by members, the convening of all-candidates' forums during the pre-balloting period of annual elections for the Board.
  - c. Nominations and elections to fill vacancies on the Board in accordance with Art. 4 of the LFA By-Laws.
  - d. The holding of a strike vote and the holding of a vote to ratify a proposed collective agreement, in accordance with the BC Labour Relations Code and regulations.
  - e. The holding of such referenda as the Association may see fit to hold from time to time.
- 2) Qualifications
  - a. The CRO shall be a member in good standing of the Association.
  - b. The CRO shall not be a current member of the LFA Board or run as a candidate for election to the LFA Board during their term of office as CRO.
  - c. Relevant experience at Langara or in a similar organization is an asset.
- 3) Term of Office
  - a. The CRO shall serve a term of two years, commencing in an odd-numbered year.
  - b. Subject to Section 4, the CRO's term shall commence from the date of their appointment by the LFA Board.
  - c. At the end of their term, the CRO shall be eligible for re-appointment for subsequent two-year terms.
  - d. If the CRO steps down before the completion of their term, or the office otherwise becomes vacant, the LFA Board shall take steps to appoint a successor in accordance with Section 4.
- 4) Selection and Appointment
  - a. In the first week of February of the year in which the incumbent CRO's term expires, the LFA Board shall invite members to apply for the position of CRO. Candidates are asked to indicate in writing why they are interested in the position and any relevant experience. Candidates can then expect to meet with the Board.
  - b. The LFA Board shall choose the candidate it deems best suited to the job.
  - c. The Board will notify the membership of the name of the CRO.
  - d. If, for any reason, the CRO is unable to complete their term, the LFA Board shall, as soon as is practicable, invite members to fill the unexpired term of office. After due consideration, the LFA Board shall choose the candidate it deems best suited to the job.
- 5) Scrutineers and other Assistants
  - a. The CRO is authorized to appoint members in good standing of the LFA to assist in carrying out their scrutineering and other duties as described in Section 1.
  - b. The CRO shall report the names of such assistants to the LFA Board who will then approve the selection of scrutineers and assistants.

*Approved by the LFA Board of Directors, February 16, 2016; updated February 2, 2021.*