



Title: Elections Committee (3) **Reports to:** Council
Status: BCIT Student **Department:** Governance
Honorarium: \$300 **Full/Part Time:** n.a.
Wage Last Amended: n.a. **Job Description Last Amended:** October 2020

SUMMARY

The BCITSA Elections Committee, comprised of three students at large, works with staff to oversee and facilitate the general elections each spring, as well as any by-elections between November and May. Through these roles, the committee members learn more about BCITSA governance, the administration of elections, and the application of due process, written rules, and precedent from similar cases.

JOB DUTIES

Candidate Eligibility

- Following the close of nominations in any election or by-election, the Committee shall coordinate with staff, candidates, and BCIT to finalize any determinations regarding candidate eligibility

Oversight Duties

- Collectively, render a decision regarding any election-related complaints
- With staff, compile and submit a written report to Council following the conclusion of any elections or by-elections
- Understand and apply any applicable Bylaws, Regulations, and policies

Supplementary Information

- Attend all training sessions as required

REQUIREMENTS AND ASSETS

- Communication skills
- Organizational skills
- Good judgement and sense of fairness
- Current BCIT student
- Not a candidate for election
- Not have been a member of Council or the Executive in the past 12 months