

# Returning Officer Committee



## TERMS OF REFERENCE: APPROVED BY GAC 16 SEPTEMBER 2024

### Purpose and Accountability

1. The Returning Officer Committee (ROC) undertakes certain oversight activities, as specified in relevant election regulations, in relation to elections to Council, elections from Council and elections to the Governance and Appointments Committee (GAC).
2. ROC is a committee of, and is accountable to, GAC.

### Composition

3. ROC shall consist of three members, as follows:
  - a. The Chair of GAC
  - b. The President
  - c. One of the independent members of GAC
4. The independent member of GAC chosen to serve on the ROC shall be determined based on the members' availability at the time the ROC is required to convene.
5. In the event that the Chair of GAC is unavailable to serve on the ROC, they may nominate another eligible member of GAC to serve as their alternate. GAC members eligible to serve shall include those not directly affected by the election under consideration.
6. The Chair of GAC shall be replaced by the Chair of Council when the ROC meets to consider a re-election of the Chair of GAC.
7. The other Office Holders and independent member shall serve as alternates to the President and independent member respectively.
8. The Chair of GAC shall be Chair of ROC. For meetings not attended by the Chair of GAC, the members present shall elect one of themselves to chair the meeting.
9. The quorum is three members.

### Powers and Authorities

10. ROC is responsible for certain oversight activities, as specified in relevant election regulations, in relation to the following elections:
  - a. Elections to Council
  - b. Election of Vice-President
  - c. Election of Chair of Council
  - d. Election of Chair of GAC
  - e. Election of the two elected members of GAC
11. ROC shall report to GAC on these elections.

### Operation of the Committee

12. ROC shall meet as often as required to fulfil its duties.

13. ROC shall have access to sufficient resources to carry out its duties, including access to the Governance Office for advice and assistance as required. The Governance Office shall provide committee secretariat support to the Committee.