



Canadian Association
of Schools of Nursing
Association canadienne des
écoles de sciences infirmières

Chief Electoral Officer

Awards & Nominations Committee

Article 50 (2013 CASN Bylaws):

The Council may elect a Chief Electoral Officer to serve for such time and perform such functions as Council may determine.

Mandate

The Chief Electoral Officer is the person responsible for overseeing the CASN elections at the Council Meetings; the annual general meeting of the Members. The Chief Electoral Officer is assisted in carrying out this mandate by up to four Scrutineers.

Terms of Reference

1. To participate in the meeting of the Awards and Nominations Committee, including the review of award nominations.
2. To assist National Office staff in providing training to the Scrutineers on the policy and procedures to follow while on duty.
3. To keep the ballot boxes and master lists of registered voters, and ballots for each assigned polling station.
4. To declare a ballot invalid if the back of the ballot has not been initialed by a Scrutineer.
5. To verify Quorum for the vote. If quorum fails, the Chief Electoral Officer will declare the election invalid.
6. To secure Ballot boxes. Ballots must be secured prior to the opening of the polls by the Chief Electoral Officer.
7. To tabulate and validate votes.

8. To assist with questions and complaints regarding the elections.

Term of Office

The term of office for the Chief Electoral Officer is two years, renewable by election for a maximum of three consecutive terms (six years total).

Approved by Board of Directors: November 2013