



## **Administrative Policy No: 006**

To: COUNCIL  
From: REGISTRARS  
CC: Office  
Date: 03/07/2014  
Re: Administrative Policy on Election of Council Chairs

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### **BACKGROUND:**

The council has requested its two Registrars review the election process and draft a policy to be followed on the election of future members to the vacant chairs.

### **POSITIONS:**

The members of council are elected by the membership at the annual general meetings. Each council member is elected for a 2 year term by the membership. Upon completion of the election the council members must decide on who will occupy the vacant chairs and who will accept the responsibility of the various positions that go with the chair. The council positions are reviewed and assigned annually after the election of council members as per the terms of this policy.

The council positions are as follows:

- President
- Treasurer
- Education
- Vacant Chair
- 1-3 Public Representatives appointed by government

### **DUTIES:**

#### **President:**

The President is the team leader and oversees the rest of council, ensuring that they carry out their duties in a responsible manner and in the best interests of the public, and directs projects, provides direction and ensures that deadlines are met plus any other related duties. The President chairs all meetings and may only vote in the case of a tie.

The person elected to this chair should be someone that is proactive and is capable of providing the duties set out above.

**Treasurer:**

The treasurer is responsible for the financial management of the college. This position is best suited to individuals that have a good understanding of corporate financing, possess basic accounting principles, budget planning and the ability to explain the finances of the college to the general membership.

**Education:**

The education chair is responsible for overseeing all education and PLAR matters including the education of our student members. The education chair is responsible for monitoring the education process, and is the liaison between the student, the college and the course administrators. The education chair is also responsible for supervising and ensuring PLAR's are handled appropriately and in a timely manner. The education chair is also expected to intervene when necessary, and keep council informed on education matters as necessary. This chair should be filled by someone that has an interest in education and has the skill set to supervise and manage the education portfolio.

**Vacant Chair:**

The vacant chair is normally reserved for new members to help them become familiar with the business of council. This chair carries no particular duties and the person that occupies the vacant chair is expected to assist the other chairs as may be required.

**Public Chairs:**

The public chairs are appointed by the provincial government and carry out the duties as instructed by the government. The public chairs vote in matters of motions, and assist the council in the carrying out of their duties as requested.

**POLICY:**

It shall be the policy of the council to convene a meeting of the council on a suitable date, within 30 days of the AGM, to elect council members to fill the vacant chairs.

Nominations for each chair shall be in writing and forwarded to the manager of the SCO office in Saskatoon and must be received in the office within ten (10) calendar days of the close of the Annual General Meeting. If the party being nominated is accepting of the nomination, then within ten (10) calendar days of the nominations closing, the nominee shall provide to the manager of the Saskatoon office their notice of acceptance plus a brief statement explaining their attributes and skills and abilities that are required to fill the chair they are nominated for.

Nominations and acceptances will close on the twentieth (20) calendar day from the close of the Annual General Meeting. Voting will be by secret ballot, and the scrutiniser's will be the office manager and one of the registrars.