



## POLICY 3.05

### ELECTION, REFERENDUM, AND PLEBISCITE MANAGEMENT

#### *Council Changeover*

#### **POLICY INTENT**

To facilitate an effective and efficient changeover of Council after a general election.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Changeover**

- 3.05.01 The council changeover meeting shall be scheduled in accordance with the AUSU Policy 4.06 Annual Timeline and Executive Work Plan.
- 3.05.02 Within one week of the council changeover meeting, councillors whose terms (if not re-elected) expire shall turn over all AUSU property and materials or otherwise destroy records as per Policy 4.03 Records Management.
- 3.05.03 During the period between the end of the general election and the council changeover meeting, councillors-elect will take part in a meeting with the purpose of electing executive officers and committee members for all standing and current committees.
- 3.05.04 During the period between the end of the general election and the council changeover meeting, councillors-elect will have access to council e-mails and will be expected to take an active role in becoming oriented to council. For any council or committee meetings attended during this period, councillors-elect shall be remunerated at the same regular meeting rate offered to sitting councillors.
- 3.05.05 Any AUSU-related expenses incurred by councillors-elect during the orientation process will be considered eligible for reimbursement, subject to approval in accordance with AUSU financial policies.

3.05.06 The outgoing council is to make every effort to ensure that the councillors-elect begin their terms with a good understanding of the current activities of council and their roles on council, and are familiar with all AUSU policies, bylaws, and procedures.

3.05.07 The councillors-elect shall take office at the close of the council changeover meeting.

## **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

### **This Policy References**

AUSU Policy 4.06 Planning and Council Schedule  
AUSU Policy 4.03 Records Management

### **This Policy is Referenced by**

AUSU Policy 3.01 Election Conduct

### **Forms**

None

## **POLICY HISTORY**

Original Approval Date: February 11, 2015

Last Review Date: May 9, 2019 (formal)

Review by Date: May 2021