



## POLICY 3.03

### ELECTION, REFERENDUM, AND PLEBISCITE MANAGEMENT

#### *By-Elections*

#### **POLICY INTENT**

To outline when a by-election must occur and the process that must be followed to fill vacant councillor seats.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

- 3.03.01 Council may, at its discretion, opt to fill vacant seats via by-election.
- 3.03.02 A by-election must be called within 30 days of the official announcement of the fourth vacancy at a council meeting, unless a general election will be held within 90 days of the announcement.
- 3.03.03 Where one or more executive offices are vacant and cannot be filled by the existing councillors, a council by-election must be called within 30 days of the vacancy, unless a general election will be held within 90 days of the vacancy.
  - 3.03.03.01 If a by-election cannot be held because there are thirteen (13) councillors, a general election must be called within 30 days of the executive office vacancy unless a general election will be held within 90 days of the recording of the vacancy.
- 3.03.04 By-elections will follow the procedures set out in the AUSU Policy 3.01 Election Conduct.
- 3.03.05 A by-election may not occur during the course of a general election.
- 3.03.06 The elected candidate(s) become councillors at the next regularly scheduled council meeting.
- 3.03.07 The executive committee must ensure that new councillors are informed of the issues currently affecting council and that they are adequately transitioned into their role as a councillor.

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

### **This Policy References**

AUSU Bylaws  
AUSU Policy 3.01 Election Conduct

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

AUSU Policy 2.07 Member Representatives on AUSU Committees  
AUSU Policy 2.14 Councillor Responsibility and Honoraria  
AUSU Policy 3.01 Election Conduct

### **Forms**

None

## **POLICY HISTORY**

Original Approval Date: April 03, 2006

Last Review Date: May 2021

Review by Date: April 2023