

Memorandum



TO: Board of Directors
CC: John Morrison • Director, Communications
From: Christopher Girodat • Executive Director
Date: November 2, 2022
RE: **Search Process for Elections Administrator**

Recommendation

BE IT RESOLVED THAT staff be instructed to issue a Request for Proposals – Election Administration Services in substantially the form set out in the attachment

BE IT FURTHER RESOLVED THAT a temporary committee be established to consider submissions received through the Request for Proposals – Election Administration Services to consist of up to five (5) board members of whom members of the Executive Committee may not comprise a majority

Attachments

- [Request for Proposals – Election Administration Services](#) 

Key Messages

- Ron Laufer is stepping down as elections administrator
- Executive is responsible for recommending search process to the board
- Staff have drafted a comprehensive request for proposals
- Staff recommend establishing a temporary committee responsible for this

Context

Ron Laufer, elections administrator, has notified the Capilano Students' Union that they are not continuing as our elections administrator for any further elections. As a result, the office of the elections administrator is now vacant, and a search process needs to be undertaken to ensure that there is an elections administrator in place to conduct the 2023 general elections (for which notice goes up on February 6).

A search process must now be undertaken to identify a new elections administrator who has experience with running complex and high-engagement non-profit and association elections. Staff recommend that the search process concludes with

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approval of the successful candidate by the board by no later than January 20, 2023, to ensure adequate time to orient them prior to the election's notice period.

Section VI, article 1, paragraph 3(d) of the *Procedures* states that the executive committee must recommend to the board the commencement of search advisory processes for key roles such as the elections administrator. Accordingly, staff have prepared a recommended process for the executive committee's consideration. The executive committee recommended this process at its meeting on October 25, 2022.

Proposed Timeframe

Date	Event
November 7, 2022	Request issued to invitees and publicly posted
November 25, 2022	Questions and letters of interest from proponents due
December 2, 2022	CSU to circulate responses to all interested proponents
December 30, 2022	Proposal submissions due
January 3–6, 2023	Review and shortlist process
January 9–13, 2023	In-person meetings for shortlisted proponents
January 16–20, 2023	Committee recommendation and board approval

Process

1. Staff publish the [request for proposals](#) and receive submissions.
2. The board establishes a search committee in accordance with the usual search committee rules (up to five board members, provided that student executives may not comprise a majority of members on the search committee) to receive and score the submissions that we receive for election administration services.
3. The search committee shortlists proponents and then meets in person with the shortlisted proponents and identifies one or more proponents to recommend for the board's consideration for appointment as elections administrator.
4. The board considers the search committee's recommendations and appoints, pursuant to the bylaws, a new elections administrator by a two-thirds vote.