

Election Officer

The Election Officer has overall responsibility for the conduct and integrity of the election

The role requires knowledge of relevant legislation, regulations and procedures as well as the experience to deal with the issues that may arise.

The Advisory Council has decided to ask the Election Officer to also act as Independent Scrutineer for the LI elections.

The decisions of the Election Officer in relation to all the different elements of the election including the voting process are final and not open to appeal

The Governance & Regulation Team is responsible for providing any information and answering any enquiries requested by the Election Officer to enable them to scrutinise the different elements of the election process

Purpose and Key Tasks

1. To review the policy and procedures before the election to ensure in the processes are in place for a secure and accurate ballot.
2. To provide assurance to the Advisory Council on the effectiveness and integrity of the process.
3. To vet all candidates by checking:
 - all the eligibility criteria
 - confirming the supporters are eligible and support the nomination
 - all declarations are completed
4. To adjudicate on candidate statement content before publication, to ensure it accords with the Institute's rules including requiring deletions or revisions.
5. To adjudicate on whether a candidates campaign activity (including supporters) is in accordance with the rules including requiring deletions, revisions or withdrawal
6. To handle any complaints during the course of the election determining their validity and communicating with all parties in respect of each case, the decision and the reasons.
7. To make judgments on procedural issues or errors that may arising during a ballot subject to the provisions of the rules and regulations governing LI elections
8. To highlight and raise any suspected abuses of the election process and recommend appropriate action.
9. To confirm the results of the election.