

# RETURNING OFFICER FOR THE GREEN PARTY

The Returning Officer post will commence on 1st October. You will carry out an immediate election with call for nominations in October for any national casual vacancies on the Executive or elsewhere.

You will also carry out committee elections at Autumn Conference 2021, and so should be available 23rd and 24th October 2021 and attend Conference or ensure that a Deputy attends on your behalf, with Standing Orders Committee consent to this.

You will then be expected to carry out Spring Conference 2022 elections for any casual vacancies or ensure that these are carried out by a Deputy who is attending Conference, with Committee consent, and the 2022 annual ballot elections for the Executive from June 2022 to August 2022.

You will be given induction and support by Standing Orders Committee and by a Deputy Returning Officer, if appointed. You will also have staff support for some of your functions e.g. staff will issue printed and online ballot papers and codes, assist to check membership qualifications in the case of queries, carry out publicity based on texts that you have drawn up, and carry out the STV count to rules that you have set.

If the returning officer is absent or cannot perform their functions a deputy returning officer if appointed is to perform the returning officer's functions. Irrespective of whether the deputy returning officer carries out some of the duties, the returning officer remains accountable for the election process.

## RETURNING OFFICER JOB DESCRIPTION

The following is taken from the Returning Officer Manual v1 2020

### PRIMARY ROLE OF THE RETURNING OFFICER

As returning officer you are responsible for management of the entire election process. Returning officers are required to:

- Conduct the annual ballot and the elections for committees elected at conference in accordance with the Constitution and Regulations
- Ensure that processes are carried out in a fair and impartial manner
- Ensure that election preparations are complete and timely, including the revision and publication of the regulations
- Ensure that the annual ballot and elections for committees elected at conference are publicised and members are aware of them
- Investigate and adjudicate on breaches of the regulations

## GENERAL DUTIES

Returning officers must:

- During the election periods ensure that as far as is practicable the returning officer or a deputy are available to answer enquiries about the election processes
- Make sure that all documents and materials used in the election processes are kept safe
- Maintain records of correspondence with interested parties and candidates and keep and publish via their section of the SOC Report records of all complaints that are made
- Make sure that notice is given to the wider party at certain stages throughout the election period.
- Ensure that a full plan of publicity is put together for the election process from the call for nominations to the ballot.