

Hart House Referendum Conduct Committee Terms of Reference

1. Purpose

- 1.1 The Referendum Conduct Committee (“RCC” or “Committee”) is established to support the fair, transparent and impartial conduct of the Hart House Capital Fee Levy referendum in accordance with Appendix D of the *Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (“Protocol”).
- 1.2 The Committee is responsible for approving supplementary regulations necessary for the conduct of the referendum and for ruling on alleged violations of the Protocol or the supplementary regulations.

2. Authority

- 2.1 The Committee derives its authority from Appendix D of the Protocol. These Terms of Reference supplement the Protocol and must be interpreted consistently with it. In the event of any conflict, the Protocol prevails.
- 2.2 The referendum will be conducted by the Chief Returning Officer of the Governing Council (“CRO”), who serves as Secretary to the Committee.

3. Duties and Responsibilities

The Committee’s primary responsibilities are to:

- 3.1 Approve supplementary regulations (“Regulations”) necessary for the conduct of the referendum, consistent with the Protocol.
- 3.2 Rule on allegations that the Protocol or the Regulations have been violated, including determining whether an infraction occurred and, if so, whether, in the Committee’s opinion, the infraction affected the outcome of the vote.
- 3.3 Report decisions respecting alleged infractions as required by the Protocol.
- 3.4 Make such other decisions and exercise such other responsibilities as are assigned to the Committee under the Protocol or the Regulations.

4. Membership, Quorum, and Decision-making

- 4.1 The Committee is made up of three (3) members appointed in accordance with Appendix D of the Protocol:
- a) Amir Moghadam, appointed by the student union Presidents in accordance with section 3.1;
 - b) Markus Stock, appointed by the President of the University; and
 - c) Brenda Cossman, named by the Dean of the Faculty of Law
- 4.2 Quorum is two (2) members.
- 4.3 The Committee will endeavour to make decisions by consensus. Where consensus cannot be reached, a decision supported by a majority of members present and voting will be the decision of the Committee.

5. Meetings

- 5.1 Meetings of the Committee will ordinarily be held in closed session.
- 5.2 Committee deliberations and confidential materials will not be disclosed except as authorized by the Committee or required by the Protocol, the Regulations or University policy.
- 5.3 The Committee Secretary will prepare agendas, supporting materials and records of Committee decisions.

6. Alleged Infractions

- 6.1 Allegations of infractions will be submitted and considered in accordance with the Regulations.
- 6.2 The Secretary may address administrative or procedural matters relating to an allegation but may not determine whether an infraction has occurred.
- 6.3 The Committee will consider allegations as expeditiously as reasonably possible, having regard to the nature of the allegation, procedural fairness and the referendum timeline.

7. Conflict of Interest

- 7.1 A member who becomes aware of an actual, potential or perceived conflict of interest in relation to a matter before the Committee will disclose the circumstances to the Committee as soon as practicable.

- 7.2 The Committee, in consultation with the Secretary, will determine the appropriate measures to address the conflict, which may include the member's recusal from the consideration or determination of the matter.

8. Secretariat and Governance Support

- 8.1 The Deputy Secretary of the Governing Council and Chief Returning Officer serves as Secretary to the Committee and conducts the referendum in accordance with the Protocol.
- 8.2 The Secretary provides governance and procedural advice to the Committee and supports the effective administration of its mandate, including by preparing agendas and supporting materials, maintaining records of decisions, facilitating communications on behalf of the Committee, and providing administrative and logistical support.
- 8.3 The Secretary is not a member of the Committee and does not vote.