



**TITLE:** Policy on Human Resources  
**POLICY NUMBER:** 2005-02  
**CONTACT:** Vice President (Residence Affairs)  
**EFFECTIVE DATE:** October 24, 2005  
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## POLICY ON HUMAN RESOURCES

### 1. PURPOSE AND PREAMBLE

The purpose of this document is to establish clear policies and procedures related to hiring, employment, resignations, and terminations of staff of the MCRC.

The MCRC is committed to fair, clearly stated and supportive relationships between the organization and its staff. The personnel policies of the MCRC have been established in order to provide a guide to the personnel practices of the MCRC and to ensure consistency of personnel decisions. It is the intention of the MCRC to administer the personnel programs in a manner which complies with the letter and spirit of all applicable regulations. This document is designed to provide guidance to staff at the MCRC. It is not a part of any contract between the MCRC and its staff.

### 2. INTENDED AUDIENCE

The intended audience for this document is staff, volunteers, and management of the MCRC. Wherever the term "staff" is used in this document, it shall be interpreted to mean all three of these groups unless expressly indicated otherwise.

### 3. STAFF MEMBER CLASSIFICATION

**3.01** All employees of the MCRC are classified as one of: front-line staff, management, or executive officer.

**3.02** Front-line staff includes all paid staff of the MCRC who do not supervise any other staff members. The hiring, employment, and termination of these staff members is determined by the President pursuant to section 5.05 of the Constitution (Policy No. 2003-00, March 8, 2004). Staff positions are established or abolished by the Executive Board pursuant to Bylaw 3.02.03 (Policy No. 2003-01, March 8, 2004) which also determines salary and job descriptions for these positions.

**3.03** Management refers to House Presidents. The hiring, employment, and termination of management are determined by Bylaws 2.05 and 2.06 (Policy No. 2003-01, March 8, 2004).

**3.04** Executive officers are the senior managers of the MCRC and they include the Vice Presidents and the President. The hiring, employment, and termination of executive officers other than the President of the MCRS are determined by Bylaws of the Society (Policy No. 2003-01, March 8, 2004). The employment of the President is governed by the Constitution (Policy No. 2003-00, March 8, 2004).

#### **4. RECRUITMENT AND HIRING**

**4.01** Unless otherwise specified in the Constitution or Bylaws, the President, MCRS shall have the authority to make all hiring decisions and to delegate that authority where he or she deems it wise to do so.

**4.02** The MCRC shall endeavor to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

**4.03** Notwithstanding section 4.02 of this policy, the MCRC shall, all else being equal, give preference to applicants who have not held the contested position in the past. Accordingly, staff applying to the same position for a second or subsequent year may be held to a higher standard than a new applicant. This is to ensure that the maximum number of different students have the opportunity to be employed by the MCRC.

**4.04** When a position is available, the Vice President (Residence Affairs) will prepare a job announcement identifying the position's responsibilities and overall relationship to the MCRC for posting or circulation within the MCRC and for public notification. Posted positions shall be open for a minimum application period of fifteen days.

**4.05** The MCRS shall act in full compliance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or handicap.

**4.06** The MCRC shall seek to attract student applicants who possess the attributes necessary for them to perform their work to a high standard of competence and efficiency. It shall seek to recruit and hire undergraduate and graduate students from all member faculties, and to offer opportunities to as many different students as possible, without compromising the general welfare of its operations (see section 4.03).

**4.07** Because part of the rationale behind awarding compensation to MCRC staff is to help students finance their education, the MCRC shall strive to hire and appoint students who have demonstrated discernible progress towards the attainment of their degree and are in good academic standing.

**4.08** For a student to be eligible for an MCRS position he or she must be ordinarily enrolled as a student at Queen's University, and have paid the Society fee. These requirements must be satisfied over the duration of the individual's tenure of the position. Students working during the summer months must be returning to school in the ensuing academic year.

**4.09** All prospective staff shall be or intend to become MCRS members unless otherwise specifically authorized by the General Assembly. Students on exchange programs or at the International Study Centre are eligible.

**4.10** Generally, no student shall hold more than one position concurrently within the MCRS or residence system. However, in exigent circumstances, and as the Constitution and Bylaws provide, a person may hold more than one staff position concurrently.

**4.11** All positions shall be fully described in a detailed standard-format job description which shall detail specific duties, expectations, skill requirements, and workload, and which shall be provided to each staff member prior to his or her accepting employment with the MCRC.

**4.12** Applicants shall certify, on the application form, their eligibility for the position according to section 4.08 and 4.09 of this policy and also their authorization for the MCRC to verify all information.

**4.13** Each application package shall, at a minimum, contain the following:

- i. A statement that MCRC is an equal opportunity employer.
- ii. Eligibility information.
- iii. A statement that hiring will be done in accordance with the MCRC Human Resources Policy.
- iv. Brief job descriptions and location of where additional information may be obtained.
- v. Applicable remuneration information.
- vi. Requested supporting materials (e.g. covering letter, proposal) accompanied by a statement that all supporting materials will be considered in the selection process; there shall be an additional statement that supporting materials not specifically asked for in the application package (e.g. photos) shall not be considered in the selection process.
- vii. A list of suggested relevant MCRC contacts for applicants.
- viii. Due date, time and place for submission of application.
- ix. Information on interview posting, including dates when interviews will be held, and availability of childcare (if applicable).
- x. A statement that an incomplete application package constitutes a basis for rejection of the applicant.

**4.14** During interviews, all applicants shall face the same hiring officer, committee, or board, and shall be asked the same set of core questions, as determined by the hiring officer, committee, or board. At the conclusion of the core set of questions, the hiring officer, committee, or board may ask follow-up questions designed to elicit a clearer response, eliminate confusion or address a particular area of concern or uncertainty that may have arisen. To preserve fairness, such questions should be kept to a minimum.

**4.15** Each official present during the interview shall keep written notes while the interview is taking place. Written notes and evaluations help preserve integrity in the hiring process and are necessary for reference should an unsuccessful candidate subsequently seek feedback.

## **5. COMPENSATION**

**5.01** Staff of the MCRC will receive a salary negotiated at the time of recruitment.

**5.02** At the time of hire, new staff shall receive a letter of hire, a job description, salary detail and a copy of the personnel policies. The magnitude of the work assignments and the full scope of responsibility for the position will be fully discussed also at time of hire.

**5.03** All staff with the same job description shall be paid the same compensation unless otherwise determined by the General Assembly. Further, no staff member shall be granted monetary bonuses or penalties which would have the effect of increasing or decreasing, directly or indirectly, his or her compensation other than those paid to recipients of annual awards established by the General Assembly.

**5.04** Notwithstanding section 5.03, the MCRC shall be authorized to grant hiring incentives, also known as sign-on bonuses, in especially important and/or competitive hiring situations where the Vice President (Residence Affairs) deems that such a payment is warranted.

**5.05** Paragraph 5.03 shall in no way restrict the authority of the MCRC to adjust compensation for periods of unpaid leave, suspensions, resignations, or terminations.

**5.06** It shall be the general policy of the MCRC that those positions involving greater levels of responsibility and/or workloads shall be compensated at greater levels.

**5.07** The remuneration schedule is determined as per Bylaw 6.04 (Policy No. 2003-01, March 8, 2004).

## **6. MINIMUM EXPECTATIONS**

**6.01** The nature of employment with the MCRC is such that regard is not given to any specific number of working hours. This aspect of employment gives rise to the need for flexibility on behalf of the MCRC and its staff. While a specific number of hours of work per week is not required, staff are expected to carry out the objectives of their positions and their job descriptions throughout the year.

**6.02** Given the community-based nature of the MCRC, all live-in staff are expected to spend a significant amount of their time outside of class in residence. Specifically, staff are expected to spend as much time in residence as a typical engaged, diligent student resident spends in residence as determined by the Vice President (Residence Affairs).

**6.03** During the first term, responsibilities extend from the first day of training to twenty-four (24) hours after the last scheduled exam in December. The second term begins on the first Sunday before classes in January and extends to twenty-four (24) hours after the last scheduled exam in April. This includes all long weekends and reading weeks. During these times, live-in staff shall not be absent from residence for a continuous period of more than one week, or for more than a total of ten days per semester, without specific authorization from the Vice President (Residence Affairs) (or the President in the case of an absent executive officer.) Approved absences greater than one week shall be unpaid in all cases except where they involve:

- i. Medical conditions, including child birth, requiring absence from residence.
- ii. Death or serious illness in the immediate family (mother, father, sister, brother, spouse/partner, children, in-laws, grandparent, and grandchildren).
- iii. Civic obligations such as jury or military duty or running as a candidate for a public office (does not include non-MCRC student government positions).
- iv. Organ or bone marrow donation.

- v. Religious activities that require absence from residence for an extended period (the Vice-President (Residence Affairs) reserves the right to require a letter from a religious official substantiating a staff member's claim).

**6.04** Deductions for unpaid leave shall be calculated on a pro-rata basis by dividing the whole number of days of leave by the total number of days comprised by the session outlined in 6.03.I

**6.05** Staff shall under no circumstances be required to disclose the details of any medical condition or disease to the MCRC.

**6.06** Unauthorized absences contrary to this policy may result in dismissal.

## **7. HARASSMENT POLICY**

**7.01** It is the MCRC's belief that its staff are the primary means by which the goals and objectives of the MCRC will be met. To that end, the rights of all staff must be respected. All staff must understand the MCRC's position on harassment.

**7.02** By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment.

**7.03** The procedure for reporting and dealing with this very sensitive issue is as follows:

- i. If a person's behavior makes a staff member uncomfortable, the staff member should feel free to immediately advise the person that, in the staff member's opinion, the behavior is inappropriate and that the staff member would like it stopped.
- ii. If the staff member is not comfortable discussing the issue with the person, or if the person fails to respect a staff member's request, the staff member should report the incident to his or her supervisor. If, for whatever reason, the staff member does not feel that the supervisor is a suitable person to whom to report the incident, the staff member should contact the Vice President (Residence Affairs), the President of the MCRS or, if appropriate, the University Human Rights Office.

**7.04** In all instances, a prompt, thorough, and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. The MCRC will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension, relocation, or dismissal.

**7.05** In cases of harassment, the Vice President (Residence Affairs) may take or authorize such actions as he or she deems wise and expedient given the circumstances to protect the interests of residents, staff, and the MCRC. These actions may include, but are not limited to, relocation, suspension, or referral to an outside agency or office.

**7.06** No retaliation of any kind will occur because a staff member has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any harassment complaint

## **8. SUBSTANCE ABUSE**

**8.01** Staff needing help with a substance abuse problem are encouraged to contact their supervisor, a Queen's crisis counselor, or a treatment facility.

**8.02** Early recognition and treatment are critical to curb abuse and to enhance the staff member's ability to perform satisfactorily. The MCRC finds that both it and the staff member will benefit greatly from early substance abuse recognition and treatment.

**8.03** In cases of substance abuse, the Vice President (Residence Affairs) may take or authorize such actions as he or she deems wise and expedient to assist the staff member, including suspending any of the provisions of this human resources policy.

**8.04** No person will be penalized for seeking or accepting counseling or treatment for a substance abuse problem.

## **9. PERFORMANCE REVIEWS**

**9.01** The MCRC is obligated by its trust relationship with its membership to regularly review its performance to determine that value is being received for the monies it spends on its various activities, including the employment of staff. Thus, it is the obligation of the MCRC to conduct regular performance reviews of its staff.

**9.02** Each performance review should be a positive and interactive process whereby both the MCRC and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and the MCRC can learn about its strengths and weaknesses as an employer.

**9.03** In general, the goal of the MCRC is to conduct a performance review of each staff member in January of each year.

**9.04** The Vice President (Residence Affairs) is responsible for designing and coordinating a Society-wide performance review process for all staff and ensuring that reviews are completed before the end of January each year.

## **10. EMPLOYMENT REFERENCES**

**10.01** When the MCRC receives a request for information from another person or entity about a staff member, either during employment or after the staff member's employment has ended, it is the MCRC's policy to provide only the staff member's dates of employment and last job title.

**10.02** In general, it shall be the MCRC's policy not to furnish any other information about work performance or employment, unless the staff member specifically directs it to do so in writing.

**10.03** If a staff member does not authorize the MCRC to furnish any additional information other than that specified in 10.01, the MCRC will advise the requesting person or entity that, absent specific written authorization, policy is to provide only the information set out in 10.01 above.

## 11. DISCIPLINE AND TERMINATION

**11.01** The MCRC subscribes to a policy of progressive discipline. This means that prior to being terminated, staff generally will be given a reasonable opportunity to improve their performance and demonstrate their continuing ability to hold their positions.

**11.02** The appropriate disciplinary response depends on the level of severity of a staff member's breach of duty. There are three levels of severity involving staff member discipline:

- i. **Minor.** At this level, the staff member would meet with his or her supervisor to discuss the performance problem and the supervisor would issue a verbal or written warning.
  - a. Examples of situations that would be classified as minor would be one-time or infrequent failure to complete specific duties, or a level-one residence discipline infraction.
- ii. **Intermediate.** This is a probationary level. At this level, the staff member would meet with his or her supervisor to discuss the performance problem.
  - a. The supervisor will issue a notice of probation outlining the specific deficiencies, any previous disciplinary action taken, and specific probation requirements, including a date for review of the probation. House Presidents should contact the Vice President (Residence Affairs) who will provide assistance in creating a notice of probation.
  - b. Examples of situations that would be classified as intermediate would be repeated minor incidents, or insubordination (refusal to recognize the authority of a superior).
- iii. **Major.** This is the termination level. The supervisor should refer the matter to the officer or board with the authority to terminate or recommend the termination of the staff member (refer to human resources job aid).
  - a. The officer or board will investigate and decide on a sanction, up to and including termination, as appropriate. Live-in staff that are terminated may be required to relocate within residence, or to leave residence.
  - b. If the staff member is required to leave residence, the Vice President (Residence Affairs) may provide and/or authorize certain assistance including temporary accommodation and/or meals, and academic support.
  - c. Examples of situations that merit dismissal are violation of a staff member's probation notice, or a residence discipline infraction at level two or above.

**11.03** The following procedure should be used by supervisors to guide minor and intermediate discipline meetings:

### **Before the meeting**

- i. Arrange to meet with the staff member privately. Do not discipline a staff member in public or in front of other staff.
- ii. Prepare for the meeting by reviewing your notes and files about both the specific incident or problem in question and any past discipline taken, either verbal or written.

### **During the Meeting**

- i. Explain to the staff member why you've called the meeting if the staff member doesn't know already.
- ii. State the specific problem in terms of actual performance and desired performance.
- iii. Review the MCRC's discipline policy with the staff member, and explain what steps have been taken already and what the next step is.
- iv. Give the staff member a chance to respond, explain and defend his or her actions.
- v. Acknowledge the staff member's account of the situation and be sure to include it in your notes of the discipline session.
- vi. Tell the staff member that you expect his or her behavior to change. Give specific examples and suggestions.
- vii. Indicate your confidence in the staff member's ability and willingness to change the behavior.
- viii. Have the staff member repeat back to you or otherwise confirm that he or she understands the problem and is clear on what changes are expected.
- ix. Explain to the staff member that you will write a memo summarizing the session as documentation.
- x. Reassure the staff member that you value his or her work and that you want to work with the staff member to make sure that he or she can continue in his or her position.

#### **After the Meeting**

- i. Using your notes from the session, write a memo or other documentation that summarizes the conversation.
- ii. If a written warning has been issued, be sure to give the staff member the opportunity to sign any documentation for the file.
- iii. Give the staff member a copy of the document no later than the end of the day following the conversation.
- iv. Monitor the staff member's behavior and performance to make sure that the problem has been corrected.

**11.04** After a discipline session, supervisors should document the meeting based on their notes. Use these guidelines to ensure that documentation is complete.

**Verbal Warning** - Ensure that all verbal warnings are documented in writing. They are a building block to more formal warnings in the future. All documentation should include:

- i. the staff member's name
- ii. the date of the verbal warning
- iii. the specific offense or rule violation
- iv. a specific statement of the expected performance
- v. any explanation given by the staff member or other information that is significant

**Written Warning** - A written warning is more serious than a verbal warning and represents a progression in the progressive discipline process. In documenting a written warning, include:

- i. the staff member's name
- ii. the date of the conversation
- iii. the specific offense or rule violation
- iv. references to previous conversations and verbal warnings about the problem
- v. a specific statement of the expected performance

- vi. any explanation given by the staff member or other information that is significant
- vii. a statement indicating your confidence in the staff member's ability to perform properly in the future
- viii. the staff member's signature – if the staff member refuses, include a note on the signature line indicating your attempt to get the staff member to sign and his/her refusal to do so

**11.05** Appeals of termination are determined by the Society Bylaws and Constitution. For example, Facilitators and House Presidents may appeal termination decisions to the Executive Board after which there is no further appeal. Upon termination, all staff must be informed of their rights to appeal and the method by which to carry out their right should they choose to do so.

**11.06** Any staff member of the MCRC may resign by submitting a letter of resignation to the Vice President (Residence Affairs) or in the case of executive officers, the President, at least ten school days prior to the effective date of the resignation. The MCRC may at any time, and at its sole discretion, waive the ten day notice requirement.

**11.07** Wherever the term "inappropriate conduct" is used in the Constitution or Bylaws, it shall be defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of MCRC property, or violation of any policies or practices of the MCRC, the Alma Mater Society, or Queen's University.

**11.08** Wherever the term "neglect of duty" is used in the Constitution or Bylaws, it shall be interpreted to mean the failure of a staff member to meet performance standards, to complete tasks in a timely and/or competent way, or to maintain an adequate attendance record at meetings.

**11.09** At the discretion of the President, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in section 11.06 of this policy.

## **12. GRIEVANCES**

**12.01** The purpose of the staff member grievance procedure is to provide a means for staff to resolve their work place concerns with management. All staff of the MCRC may file a grievance under this section.

**12.02** A grievance shall be defined as an alleged misapplication of MCRC's human resources policies. This procedure represents intent to offer a dispute resolution mechanism to the staff of the MCRC. It does not represent a legal right, condition, or provision in contract.

**12.03** In order to qualify for processing under this section, a grievance must be filed no later than fifteen (15) calendar days after the date on which the aggrieved condition commenced.

**12.04 Step One** - Any staff member may present a grievance to his/her immediate supervisor for discussion.

- i. The supervisor shall have five (5) regular working days in which to respond to the relief requested.
- ii. Should the supervisor fail to respond within this time limit, or if the staff member finds the response unsatisfactory, or if the staff member feels uncomfortable bringing the matter directly to his/her supervisor, the grievance may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested.

- iii. The written grievance should be submitted to the Vice President (Residence Affairs) within five (5) regular working days from the time the first step answer was due or was given.
- iv. The Vice President (Residence Affairs) should respond in writing within five (5) days of receipt and if the Vice President (Residence Affairs) fails to respond within this time, or if the staff member finds the response unsatisfactory, or in cases where the Vice President (Residence Affairs) is the immediate supervisor, the staff member may proceed to step two.

**12.05 Step Two** - The staff member may submit a grievance to the President if step one has not resolved the issue.

- i. Upon receipt of a written grievance, the President will inform the Executive Board of the grievance.
- ii. The President shall convene a meeting wherein statements shall be taken from the appealing staff member and the staff member's immediate supervisor, as applicable, either separately or jointly at the discretion of the President. The President may also request statements from other staff.
- iii. The President may refuse to grant the staff member's request for grievance when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious, or vindictive.
- iv. The President shall have fifteen (15) regular business days in which to respond to the staff member in writing concerning the relief requested.
- v. If the President fails to respond within this time limit, the staff member may petition the Chair of the Constitutional Affairs and Ethics Committee pursuant to section eight of the committee's charter (Policy No. 2003-02, March 18, 2004). Failure on the part of the staff member to petition the Chair of the Constitutional Affairs and Ethics Committee within twenty (20) days of the result of step two shall result in the grievance being waived.

**12.06 Step Three** - The Chair of the Constitutional Affairs and Ethics Committee shall convene a hearing pursuant to the adjudication procedure in the committee's charter (Policy No. 2003-02, March 18, 2004). Section 8.08.01 of the charter shall not apply to grievances arising from this human resources policy. Instead, the Committee shall be free to order any remedy it feels does justice to this policy and the Constitution and Bylaws of the Society.

### **13. RECORD RETENTION AND STAFF MEMBER ACCESS TO EMPLOYMENT RECORDS**

**13.01** All written evaluations of candidates, their applications, and accompanying documentation (e.g. proposals) shall be kept on file in the MCRC office for a period of at least four years following the hiring period.

**13.02** Any documents which have been used or which are intended for use in determining a staff member's qualifications for employment, or discharge or other disciplinary action, shall be accessible for review by current or former staff.

**13.03** Certain documents are not subject to staff member access. They are:

- i. Letters of reference
- ii. Test documents
- iii. Information about another person
- iv. Records involving a judicial proceeding
- v. Investigatory or security records

vi. Materials used for management planning

**13.04** A staff member who wants to inspect his/her personnel records must make a written request to the Vice President (Residence Affairs). The Vice President will schedule an appointment for the staff member to access the records, generally within seven days of the request.

**13.05** A staff member who is involved in a current grievance can designate, in writing, a representative to inspect the staff member's personnel records which may have bearing on the resolution of the grievance.

**13.06** The records must be viewed in the presence of the Vice President (Residence Affairs) and may not be removed from the premises.

**13.07** Staff may have single photocopies of any documents inspected.

**13.08** To correct or remove information from the record there must be a mutual agreement to do so between the staff member and the Vice President (Residence Affairs).

**13.09** A staff member may attach an explanatory statement to any disputed document in the file.

#### **14. ENFORCEMENT**

**14.01** The Vice President (Residence Affairs) shall be responsible for the enforcement of this policy.

#### **15. COMING INTO FORCE**

This policy shall become effective when approved by the General Assembly.

## APPENDIX A

### Summary of Constitution and Bylaw Hiring and Termination Guidelines

Position	Hired by	Reports to	Initial Authority to Terminate	Reasons	Appeal to	Further appeal?	
President	Elected – All students	General Assembly	General Assembly <i>(by 2/3 vote)</i>	Any	General Assembly	NO	
VP (Residence Affairs) and (Discipline)	Elected – All students	President	Constitutional Affairs and Ethics Committee <i>on recommendation of the President or General Assembly</i>	Any	General Assembly	NO	
VP (Society Activities) and (Finance and Operations)	President	President	President	Neglect of duty or inappropriate conduct.	Constitutional Affairs and Ethics Committee <i>or</i> Executive Board	Constitutional Affairs and Ethics Committee	
House President	Elected by House or Appointed by President	VP (Residence Affairs)	AS A STAFF MEMBER	President <i>on recommendation of the VP (Residence Affairs)</i>	Neglect of duty or inappropriate conduct.	Executive Board	NO
			AS A REPRESENTATIVE	Executive Board	Any	General Assembly	NO
Facilitator	VP (Residence Affairs)	House President / VP (Discipline)	President <i>on recommendation of the VP (Residence Affairs) or VP (Discipline)</i>	Cause	Executive Board	NO	
Floor Representative	Elected by Floor	House President	Executive Board <i>(by 2/3 vote)</i>	Cause	General Assembly	NO	
Any non-elected staff	Various	Various	President	Cause	Executive Board	NO	
Speaker	General Assembly (nominated by President)	General Assembly	General Assembly <i>(by 2/3 vote)</i>	Any	None	NO	

Chief Electoral Officer	Ex-officio	Constitutional Affairs and Ethics Committee	Constitutional Affairs and Ethics Committee	Any	General Assembly	NO
Chief Returning Officer	General Assembly	Chief Electoral Officer	Chief Electoral Officer	Committed a material breach of Bylaws; demonstrated incompetence; neglected duty	Constitutional Affairs and Ethics Committee	NO
Deputy Electoral and Returning Officers	Chief Electoral and Returning Officers	Chief Electoral and Returning Officers	Chief Electoral and Returning Officers	Any	Constitutional Affairs and Ethics Committee	NO