**Operating Policy - Roles of the MSU in Federal, Provincial, and Municipal Elections**

1. Purpose
   1. To clearly define the role and responsibilities of the MSU during a municipal, provincial, and federal election;
   2. During time of election, the MSU’s main responsibilities shall be to:
      1. Implement an election awareness campaign to encourage all MSU members to vote;
      2. Provide all information necessary so all MSU members are informed on voting procedures;
      3. Provide information on election issues from all parties and/or candidates, in particular those related to post-secondary education.
2. Implementation
   1. Responsibility for the implementation of this policy shall be with the Vice-President (Education).
3. Personnel Structure
   1. The Vice-President (Education), who shall:
      1. Be an active member of the McMaster Elections Group (MEG), as outlined in the “McMaster Elections Plan”;
      2. Revise and agree to the division of responsibilities outlined in the “McMaster Elections Plan” as needed;
      3. Oversee the proposal, coordination, and execution of a broad outreach campaign designed to target all undergraduate students based on the elections strategy and decision of the MEG. This will include, but is not limited to:
         1. Implementation of an awareness and outreach campaign regarding campaign issues;
         2. Ensuring students are properly educated on the intricacies of the electoral process;
         3. Coordinating a campus all-candidates debate between local political candidates;
         4. Connecting with Campus Intercept for provincial elections and acting as a channel of communication between Campus Intercept and the MEG.
      4. Serve as a point of contact for access / communication with the following MSU units:
         1. The Advocacy Street Team;
         2. The Student Community Support Network;
         3. The Student Life Development Coordinator;
         4. The Communications Officer;
         5. The Student Representative Assembly (through the Standing Committees on External Affairs and University Affairs);
         6. Underground Media + Design.
      5. Serve as a point of contact for access / communication with external groups (e.g. Ontario Undergraduate Student Alliance).
   2. The Advocacy Street Team, who shall:
      1. Assist the Vice-President (Education) with any aspect of the elections awareness and outreach campaign, particularly in respect to in-person and online student engagement.
   3. The Student Life Development Coordinator (SLDC), who shall:
      1. Assist the Vice-President (Education) with any aspect of the elections awareness and outreach campaign, in coordination with the Communications Officer, as requested.
   4. The Communications Officer, who shall:
      1. Design awareness promotional materials for use by members of the MEG;
      2. Assist the Vice-President (Education) and SLDC with the development of communication tools and strategies.
   5. The Student Representative Assembly, through the Standing Committees on External Affairs and University Affairs, who shall:
      1. Assist the Vice-President (Education) with any aspect of the elections awareness and outreach campaign, particularly in respect to engaging students in person;
      2. Assist the Vice-President (Education) in analyzing campaign platform points, in particular those relevant to post-secondary education issues.
   6. The MSU Elections Department, who shall:
      1. Assist the Vice-President (Education) with any aspect of the elections awareness and outreach campaign, as requested.
   7. Underground Media + Design, who shall:
      1. Design awareness promotional materials for use by members of the MEG.