# **Operating Policy – Elections Department**

1. Purpose

* 1. To administer and promote MSU elections and referenda in a fair and just manner;
	2. To assist with promoting Hamilton municipal, Ontario provincial and Canadian federal elections on campus.

2. Operating Parameters

* 1. The Elections Department shall administer MSU elections and referenda in an unbiased manner according to the provisions of **Bylaw 7 – Elections** and **Bylaw 7/A – Electoral Procedure**;
	2. The Elections Department shall make all efforts to promote elections to the McMaster community;
	3. The Elections Department shall be governed by the Elections Committee as per **Operating Policy – Elections Committee**.

3. Personnel Structure

* 1. The Chief Returning Officer (CRO), who shall:
		1. Oversee all activities of the Elections Department;
		2. Perform duties outlined in the Elections Department CRO job description;
		3. Be hired by a hiring committee struck by the Executive Board that shall consist of:
			1. The outgoing CRO;
			2. The Vice-President (Administration);
			3. The Administrative Services Coordinator;
			4. One (1) Executive Board Member.
	2. The Deputy Returning Officer (DRO), who shall:
		1. Support the responsibilities of the CRO and manage all activities of the Poll Clerks;
		2. Be primarily responsible for the promotions and advertising of elections
		3. Perform duties outlined in the Elections Department DRO job description;
		4. Be hired by a hiring committee struck by the Executive Board that shall consist of:
			1. The incoming CRO;
			2. The outgoing DRO;
				1. If the outgoing DRO is the incoming CRO, substitute the outgoing CRO in their place;
			3. The Vice-President (Administration);
			4. One (1) Executive Board Member.
	3. The Poll Clerks, who shall only be used in the case of paper balloting:
		1. Administer voting at poll stations during elections;
		2. Perform duties outlined in the Elections Department Poll Clerk job description;
		3. Be hired by the DRO through an application and interview process.