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| MSU logo.jpg. | Memo*From the office of the…*Internal Governance Standing Committee |
| TO: | SRA Members and Committee Chairs |
| FROM: | Michelle Brown, Associate Vice-President (Internal Governance) |
| SUBJECT: | Amend Operating Policy – Ancillary Operations |
| DATE: | October 18th, 2020 |

**Dear Members of the Assembly,**

McMaster University and the McMaster Students Union are consistently changing. It is vital to update our official policies to reflect these changes. The table below describes various updates to Operating Policy – Ancillary Operations in line with that sentiment:

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| Section | Current  | Proposed | Explanation  |
| 1.1 | Two purposes listed; incorrect verb tense; awkward phrasing; does not clarify acronym; missing punctuation | Split in two; update verb tense; rephrase; Write out full term before introducing acronym; add punctuation | Increases clarity and consistency within MSU policies |
| 2.1 | Two parameters listed; separated statements with similar root phrases | Combine with 2.4 for clarity; apply shall statement to 2.1-2.2 | For clarity and consistency, only include one parameter for each clause and group similar clauses together |
| 2.2 | Grammatical error: Missing dash | Add dash | ‘MSU-owned’ is one adjective, so it should be hyphenated |
| 2.2 | Unnecessary spelling out of term; odd location/layout | Change to MSU; moved to 2.1.2.1 | Acronym was already introduced earlier in the document; better fit to description of lease agreements |
| 2.2.1 | Dash used | Replace with brackets | Inconsistent use of dash for location, as opposed to brackets shown later in 2.3 |
| 2.2.2 | Outdated service title; Incorrect location | Update with current title and location | Student Wellness Centre moved to PGCLL. Update this to reflect the new title of this service; update to add correct room number |
| 2.2.3 | No address listed | Update with current address and list acronym | Increases clarity and accuracy |
| 2.3 | Complicated and unclear wording | Switch order of parts of the sentence | Increases clarity |
| 2.4 | Unnecessary spelling out of term; inaccurate noun used | Change to MSU; clarify the responsible body | Acronym was already introduced earlier in the document; increases clarity |
| 2.5 | Multiple parameters in one clause; incorrect grammar used; list items not in list format; odd location | Split into two clauses; correct grammar; introduce list formatting for list items; moved to 2.1.2.2 | Increases clarity, flow, and consistency within MSU documents |

If you have any questions or concerns, please do not hesitate to reach out to me via email prior to the meeting.

Kind regards,

Michelle Brown

Associate Vice-President (Internal Governance)

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