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| MSU logo.jpg. | MEMO*From the office of the…*Associate Vice-President Internal Governance |
| TO: | SRA Members and Committee Chairs |
| FROM: | Michelle Brown, Associate Vice-President (Internal Governance) |
| SUBJECT: | Operating Policy – Elections Committee |
| DATE: | March 7th 2021 – SRA 20P |

**Dear Members of the Assembly,**

The Elections Committee Operating Policy requires a few relatively small changes to keep aligned with the current MSU Policy formatting.

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| Section | Current  | Proposed | Explanation  |
| 1.1 | MSU | Introduce acronym | Increase clarity of our acronyms |
| 2. | Operating Parameters | Personnel Structure | Most of our policies put personnel structure first, so this change keeps those all consistent |
| 2.1 | Breaks personnel into non-voting and voting members | Putting them all together and including their voting status in brackets | Increases consistency with other committee Operating Policies |
| 2.2 | N/A | Introduce the roles of the committee chair | Increase of clarity and transparency as to the job duties of Committee chair |
| 3.1.1, 3.1.2 | N/A | Add info about when the committee meets | Previously, there was no information included in when the committee meets which hinders one’s ability to understand the purpose of the committee. Adding this explanation clarifies this issue. |
| 3. | Each clause individually started with “the committee shall” | “The Elections Committee shall”… and then all points are listed under this | Decreases repetition and standardizes formatting within Operating Policies |

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

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