



Operating Policy – Elections Department

1. Purpose

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

2. Operating Parameters

- 2.1. 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**;
- 2.1 The Elections Department shall make all efforts to promote elections to the McMaster community;
- 2.2 The Elections Department shall be governed by the Elections Committee as per **Operating Policy – Elections Committee**.

3. Personnel Structure

- 3.1 The Chief Returning Officer (CRO), who shall:
 - 3.1.1 Oversee all activities of the Elections Department;
 - 3.1.2 Perform duties outlined in the Elections Department CRO job description;
 - 3.1.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:
 - 3.1.3.1 The outgoing CRO;
 - 3.1.3.2 The Vice-President (Administration);
 - 3.1.3.3 The Administrative Services Coordinator;
 - 3.1.3.4 One (1) Executive Board Member.
- 3.2 The Deputy Returning Officer (DRO), who shall:
 - 3.2.1 Support the responsibilities of the CRO and manage all activities of the Poll Clerks;
 - 3.2.2 Be primarily responsible for the promotions and advertising of elections

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- 3.2.3 Perform duties outlined in the Elections Department DRO job description;
- 3.2.4 Be hired by a hiring committee struck by the Executive Board that shall consist of:

- 3.2.4.1 The incoming CRO;

- 3.2.4.2 The outgoing DRO;

- 3.2.4.2.1 If the outgoing DRO is the incoming CRO, substitute the outgoing CRO in their place;

- 3.2.4.3 The Vice-President (Administration);

- 3.2.4.4 One (1) Executive Board Member.

- 3.3 The Poll Clerks, who shall only be used in the case of paper balloting:

- 3.3.1 Administer voting at poll stations during elections;

- 3.3.2 Perform duties outlined in the Elections Department Poll Clerk job description;

- 3.3.3 Be hired by the DRO through an application and interview process.