



Operating Policy – Vice-Presidential and Speaker Elections

1. Purpose

- 1.1. To outline a structure for the annual elections of the MSU Vice-Presidents, and the annual election of the MSU Speaker.
 - 1.1.1. Should mid-year elections be necessary, these procedures shall be appropriately adapted.
- 1.2. To normalize these processes and the communication of relevant information to increase and facilitate the accessibility of running for these positions.

2. Nominations

- 2.1. Nominations for all Vice-President positions and the position of Speaker shall be opened by a member of the outgoing Board of Directors at the first SRA meeting in March each year.
- 2.2. Nominations for the Vice-President and Speaker positions shall be closed at the first meeting of the incoming SRA.
 - 2.2.1. In extenuating circumstances, the nomination period may be extended.
- 2.3. The Speaker, in collaboration with the Elections Department, shall be responsible for advertising the available Vice-President, and Speaker positions.
 - 2.3.1. Nominations shall be advertised on the MSU Website and through appropriate social media channels starting no later than twenty-four (24) hours after nominations have opened and until nominations have been closed.
 - 2.3.2. Information regarding the nature of the positions shall be made available on the MSU website and centralized under the Elections

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webpage no later than twenty-four (24) hours after nominations have been opened and until nominations have been closed.

2.3.2.1. This information shall include, but is not limited to, the relevant job descriptions, past Vice President reports, and past Vice-President transition reports.

2.3.3. Information regarding the typical protocols for campaigning and running for these positions shall be made available on the MSU website and centralized under the Elections webpage no later than twenty-four (24) hours after nominations have been opened and until nominations have been closed.

2.3.3.1. This information shall include, but is not limited to:

2.3.3.1.1. How to contact incoming SRA members;

2.3.3.1.2. How to contact the outgoing Vice-Presidents, and Speaker;

2.3.3.1.3. What equipment will be available for presentations, and;

2.3.3.1.4. This Operating Policy.

2.3.4. The Speaker and Elections Department, as well as the incoming SRA, shall advertise through appropriate social media channels the occurrence of these elections to the general MSU membership no later than one week prior to their occurrence.

2.3.5. Other advertising may be done as the Speaker and the Elections Department see fit.

3. Procedure

3.1. The Vice-President elections shall be of the following format:

3.1.1. Ten minutes (10) presentation by each candidate;

3.1.2. Fifteen minutes (15) minutes of questioning per candidate pooled;

3.1.2.1. During this time, the candidates have a time limit of one (1) minute to answer each question;

3.1.2.2. During this time, when circumstances permit, the SRA shall ask booth questions;

3.1.2.2.1. Booth questions involve asking each candidate the same question without other candidates hearing each other' answers provided.

3.1.3. Fifteen (15) minutes of individualized questions per candidate;

- 3.1.3.1. During this time, only the candidate being questioned will remain in the room;
 - 3.1.3.2. During this time, all candidates may not use personal electronic devices;
 - 3.1.3.3. During this time, the candidates have a time limit of one (1) minute to answer each question;
 - 3.1.4. Additional time for questioning as moved and approved by the SRA;
 - 3.1.5. Five (5) minutes closing statements by each candidate.
- 3.2. The Speaker elections shall be of the following format:
- 3.2.1. Five (5) minutes presentation by each candidate;
 - 3.2.2. Ten (10) minutes of questioning per candidate, pooled;
 - 3.2.3. Five (5) minutes of individualized questions per candidate;
 - 3.2.3.1. During this time, only the candidate being questioned will remain in the room;
 - 3.2.3.2. During this time, all candidates may not use personal electronic devices.
 - 3.2.4. Five (5) minutes closing statement by each candidate.

4. Communication with SRA Members

- 4.1. If they wish to have their materials circulated and posted, candidates must submit their platform sent to the SRA Recording Secretary by noon (12:00pm) four (4) business days prior to the meeting in which their elections close.
- 4.2. In accordance with **Operating Policy – Internal Document Distribution**, if an SRA member wishes to secure a copy of a candidate’s documentation for the meeting, a request must be made to the SRA Recording Secretary prior to a deadline of their discretion.
- 4.3. Candidates will not be permitted to bring their own physical copies for distribution to the SRA;
 - 4.3.1. The only documentation that will be permitted for distribution is that which is distributed by the SRA Recording Secretary.
- 4.4. The SRA Recording Secretary will post the platform documentation on the MSU website in the same manner as a supporting document (ex: a memo to support an agenda item);

- 4.4.1. Any documentation which is not submitted by the above stated deadline will not be posted on the MSU Website.
- 4.4.2. It is the responsibility of the candidate to circulate documentation to the SRA, if it is not submitted by the above stated deadline.
- 4.5. Meetings pertaining to campaigning for these elections shall not take place in the MSU office.
- 4.6. Candidates may request from the Speaker contact information from the SRA:
 - 4.6.1. The Speaker will notify the incoming SRA members of their intent to release contact information and provide members with at least 24 hours to opt out of this information sharing.

5. Amendments

- 5.1. Notification of intent and/or motions to amend this policy shall be communicated on the Elections webpage with the original information on the election process.