



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:

- 2.1.1. Administer MSU elections and referenda in an unbiased manner according to the provisions of **Bylaw 7 – Elections** and **Bylaw 7/A – Electoral Procedure**;
- 2.1.2. Make all efforts to promote elections to the McMaster community;
- 2.1.3. Be governed by the Elections Committee as per **Operating Policy – Elections Committee**.

3. Personnel Structure

3.1 The Administrative Services Coordinator, who shall:

- 3.1.1 Assist the CRO and DRO in achieving the goals of the Elections Department by providing advice and guidance;
- 3.1.2 Oversee the duties of the CRO and DRO;

3.2 The Chief Returning Officer (CRO), who shall:

- 3.2.1 Oversee all activities of the Elections Department;
- 3.2.2 Perform duties as outlined in the CRO job description;
- 3.2.3 Be hired by a hiring committee struck by the Executive Board that shall consist of:

- 3.2.3.1 The outgoing CRO;

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3.2.3.1.1 If the outgoing CRO has reapplied for the position, the Vice-President (Administration) will be substituted in their place;

3.2.3.2 The Administrative Services Coordinator;

3.2.3.3 One (1) Executive Board Member.

3.3 The Deputy Returning Officer (DRO), who shall:

3.3.1 Support the responsibilities of the CRO and manage all activities of the Poll Clerks;

3.3.2 Be primarily responsible for the promotions and advertising of elections;

3.3.3 Perform duties as outlined in the DRO job description;

3.3.4 Be hired by a hiring committee struck by the Executive Board that shall consist of:

3.3.4.1 The incoming CRO;

3.3.4.2 The outgoing DRO;

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

3.3.4.3 The Administrative Services Coordinator;

3.3.4.4 One (1) Executive Board Member.

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

3.4.1 Administer voting at poll stations during elections;

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

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