



# MEMO

*From the office of the...*  
**ASC and Vice-President (Finance)**

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TO: Members of the Assembly  
FROM: Victoria Scott, ASC; and Craig Dawdy, Vice-President (Finance)  
SUBJECT: Proposed Changes to the Elections Department  
DATE: July 23, 2023

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To Members of the Assembly,

The purpose of this memo is to propose changes to the Elections Department, and how it is run. The main propositions are to move the department under the purview of the Administrative Services Coordinator, and clarifying the Votes of Confidence election timelines for FYC and SRA. In addition, there are several proposed grammar edits.

These changes were proposed by the Administrative Services Coordinator, with input from the Executive Assistant, the 2022-23 CRO and DRO, as well as the 2022-23 and current Board of Directors.

The memo will outline the specific changes in the documents below. Considering this information, we ask that the SRA approves the proposed changes.

Sincerely,

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## Operating Policy – Elections Department

Section	Current	Proposed	Explanation
2		Taking out 'the Elections Department shall' based on how the OP is already set up.	Administrative Change
3.1, 3.1.1, 3.1.2	N/A	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.	The Administrative Services Coordinator will now be overseeing the CRO and DRO roles, so it's appropriate to add that position to the OP under Personnel Structure.
3.2.3.1	3.2.3.1 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.	3.2.3.1 The outgoing CRO;  3.1.3.1.1 If the outgoing CRO has reapplied for the position, the Vice-President (Administration) will be substituted in their place.  3.1.3.3 The Administrative Services Coordinator;  3.1.3.4 One (1) Executive Board Member.	With the new oversight being proposed, the Vice-President (Administration) would no longer be needed on the hiring committee on a year to year basis. The VP (Admin) role will help in the case the outgoing CRO reapplies for their job.  We would still have a member on EB helping with the hiring to ensure transparency.
3.3.4.4	The Vice-President (Administration)	The Administrative Services Coordinator	With the new oversight being proposed, the Vice-President (Administration) would no longer be needed on the hiring committee.

## Operating Policy – Elections Committee

Section	Current	Proposed	Explanation
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2		Amalgamate section 2.2 and 2.3 to be a part of 2.1	Changed this section to make it flow better
3.2.3	Administrative Assistant	Administrative Services Coordinator	Updating to the current job title.

### Bylaw 7 - Elections

Section	Current	Proposed	Explanation
2.1.1	Be the chief electoral officer of the MSU, ratified by the SRA no later than September 30;	Be the chief electoral officer of the MSU; Deleted 'ratified by the SRA no later than September 30'	Since the Administrative Services Coordinator will now be overseeing the Elections Department, the SRA no longer has to ratify their Employee.
2.2.1	Be ratified by the SRA no later than September 30;	Deleted	Since the Administrative Services Coordinator will now be overseeing the Elections Department, the SRA no longer has to ratify their Employee.
2.3	N/A	2.3.1 Be struck at the beginning of each SRA's term and be elected by the SRA by April 30; 2.3.2 Be comprised of the following: 2.3.2.1 Voting members: 2.3.2.1.1 Consist of three (3) SRA members, and 2.3.2.1.2 Five (5) non SRA-MSU members 2.3.2.2 Ex-officio members (non-voting): 2.3.2.2.1 CRO 2.3.2.2.2 DRO 2.3.2.2.3 Administrative Services Coordinator 2.3.2.3.4 Fulfill other duties as set out in <b>Operating Policy – Elections Committee.</b>	The Elections Committee section needed to be cleaned up. We added when the Committees will be struck, as well as adding who sits on the committee.

3.1.4	...August 31	...the next by-election is called	This change was made due to the by-election schedule in the bylaw in section 3.4.2.
3.6.1	Bylaw 10	Bylaw 7 – Elections	This was overlooked when updating to our current Bylaw numbering system.
4.1.2	Students who are....	...if all of the following requirements have been fulfilled.	<p>We changed it to be individuals, as students was already outlined in that sentence.</p> <p>We also added the line “if all of the following requirements have been fulfilled;” to ensure that those on co-op and returning as an MSU member in September, can run for a seat even if not currently an MSU member.</p>

### Bylaw 7/A – Electoral Procedures

Section	Current	Proposed	Explanation
3.3	Electronically	Deleting ‘Electronically’	This is being changed so that it can be handed in electronically or by hand, so that it’s not specifically just electronic.
3.3.1.1		Adding ‘until’	Just changing the grammar of the sentence, so that it makes more sense since it was originally left out when making these changes.
4.2.	n/a	<p>Addition of</p> <p>4.2.1 If a vote of confidence is declared for any FYC or SRA positions the CRO shall issue a Notice of Poll to be held within three school days of nominations being closed.</p> <p>4.2.2 If the Candidate does not pass the vote of confidence then the</p>	<p>These changes were made due to the suggestion from previous SRA members, that they would still like to see a vote of confidence.</p> <p>When this section was first introduced, it wasn’t taken into consideration of what to do if someone didn’t receive enough votes of confidence, or taking into consideration of Election timelines set out by the Elections Department.</p>

		<p>election cycle will begin again.</p> <p>4.2.2.1 For SRA and FYC elections these will be treated as a by-election.</p>	<p>4.2.1 Will ensure that students will not have to spend out of pocket campaigning for a vote of confidence, as it will go right to an election. Those running for these seats will still be able to let other students know about the election without it considered campaigning.</p>
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