

## OPERATING POLICY 1.3.3 – CONSTITUENT OUTREACH

### 1. PURPOSE

- 1.1. To define the major constituent outreach pathways of the SRA by setting parameters for Outreach Hours and outlining the creation and distribution of Maroon Minutes.

### 2. OUTREACH HOURS

#### 2.1. Administration

- 2.1.1. Each SRA member will be responsible for signing up for one (1) hour long session on a school day each week and may choose to sign up for additional hours at their discretion;

#### 2.2. Logistics

- 2.2.1. Sessions shall be held between 8:30 AM and 11:00 PM from Monday to Friday;
- 2.2.2. Sessions may be held in any location on campus provided the area is accessible to their constituents;
- 2.2.3. Caucus members are encouraged to have as little overlap in their sessions as possible;
- 2.2.4. Each Caucus Leader shall:
  - 2.2.4.1. Collect the session times and locations from their caucus members;
  - 2.2.4.2. Report the time and location of each member's session to the Speaker within twenty four (24) hours of the end of the drop/add periods;
  - 2.2.4.3. Notify the Speaker of any changes to a session that may occur;
- 2.2.5. The Speaker shall:
  - 2.2.5.1. Create a master schedule including the necessary information for every session;
  - 2.2.5.2. Publish the Outreach Hour schedule to the MSU website for the public to view;
  - 2.2.5.3. Hold meetings with SRA members who were absent for three (3) Outreach Hour sessions in a term to discuss their performance and remediate the situation;
- 2.2.6. SRA members shall:
  - 2.2.6.1. Attend their designated Outreach Hour sessions;
    - 2.2.6.1.1. Should an SRA member be absent for three (3) Outreach Hour sessions per term they are to attend a meeting with the Speaker to discuss their performance and remediate the situation;
    - 2.2.6.1.2. An Outreach Hour session that has been rescheduled does not count as an absence;
  - 2.2.6.2. Notify their caucus should they be unable to complete an Outreach Hour session;

- 2.2.6.3. Notify their caucus leader if they must temporarily or permanently designate a different time or location for their Outreach Hour session;
- 2.2.6.4. Fill in for other caucus members if they are unavailable for their Outreach Hour session provided that the other member's session is compatible with their schedule;
- 2.2.6.5. Notify their constituents via caucus social media should a session have to be cancelled for any reason.
- 2.2.6.6. Notify the Speaker if a member of their caucus has failed to complete three (3) sessions per term.

### 2.3. Promotion and Advertising

- 2.3.1. Other acceptable venues to post the session schedule are caucus, faculty society, and personal accounts which includes but are not limited to:
  - 2.3.2. Twitter;
  - 2.3.3. Facebook;
  - 2.3.4. Modes of communication used by individual caucuses, such as an electronic newsletter.

## 3. MAROON MINUTES

### 3.1. Administration

- 3.1.1. All SRA members shall receive a design template for the creation of Maroon Minutes;
  - 3.1.1.1. The official Maroon Minutes template shall be maintained by the Communications Officer;
- 3.1.2. The Speaker shall:
  - 3.1.2.1. Circulate a sign-up sheet to all SRA members with each SRA meeting planned for the year on it within one (1) week of those dates being available;
  - 3.1.2.2. Release the Maroon Minutes completion schedule by September 1;
  - 3.1.2.3. Hold group remediation meetings at the request of a document creator should their co-creator inadequately contribute;
- 3.1.3. Each SRA member shall sign up to work on a minimum of one (1) Maroon Minutes document;
- 3.1.4. Each Maroon Minutes document shall be completed by a minimum of two (2) and maximum of three (3) SRA members;
  - 3.1.4.1. It is the responsibility of the document creators to decide how to divide the work and complete their assigned section(s) in a timely manner;
  - 3.1.4.2. Should a document creator feel a co-creator is not adequately contributing they are to attempt to remediate the situation with their co-creator;

- 3.1.4.3. Should the co-creator continue to inadequately contribute it is to be reported to the Speaker and a group discussion to remediate the situation will be held;
    - 3.1.4.3.1. Should a document creator continue inadequately contribute after the remediation meeting the Speaker is to sign them up to work on a future Maroon Minutes document and notify them of which meeting they have been signed up for;
  - 3.1.5. In the case of an emergency SRA meeting, an emergency sign-up will be held and any SRA members available can choose to sign up;
    - 3.1.5.1. Emergency Maroon Minutes documents are held to the same regulations that non-emergency documents are held to;
  - 3.1.6. If possible, all SRA members working on a Maroon Minutes document should be from different caucuses to ensure a diverse range of opinions.
- 3.2. Content
- 3.2.1. All Maroon Minutes documents shall contain the following sections:
    - 3.2.1.1. Key Points, where the pertinent points of the meeting are listed and outlined in a concise manner;
    - 3.2.1.2. Get Involved, where upcoming opportunities for student involvement are listed and outlined in a concise manner;
    - 3.2.1.3. Find Out More, where links to where further information on matters discussed in Key Points and Get Involved can be found;
    - 3.2.1.4. Next Meeting, where the date, time, and location of the next SRA meeting are given.
- 3.3. Logistics
- 3.3.1. Maroon Minutes documents are to be completed within two (2) days of an SRA meeting;
  - 3.3.2. The SRA members who complete the Maroon Minutes document are responsible for circulating it to the Administrative Assistants for review immediately upon completion;
  - 3.3.3. The Administrative Assistants are to review the document within two (2) business days to ensure all information is correct and in good taste;
  - 3.3.4. Should the Administrative Assistants deem that edits need to be made:
    - 3.3.4.1. The document is to be sent back to the members who created it with recommendations for edits immediately upon review;
    - 3.3.4.2. The document creators must consider the recommended edits within twenty four (24) hours and send it back to the Administrative Assistants for review immediately upon completion;
      - 3.3.4.2.1. After this step the cycle is to be repeated until the document is appropriate for distribution;
  - 3.3.5. Should the Administrative Assistants deem the document appropriate for distribution the document is to be circulated to all SRA members by the

document creators immediately upon review and given to the Communications Officer for publication.

### 3.4. Promotion and Advertising

- 3.4.1. Each caucus is responsible for sharing the Maroon Minutes document on all caucus social media accounts within twenty four (24) hours of receiving the finalized document;
- 3.4.2. All SRA members are encouraged to share Maroon Minutes documents on personal social media accounts.

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