



## 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 The official Maroon Minutes template shall be maintained by the~~ Communications Officer shall;
  - ~~3.1.1.1 Maintain the official Maroon Minutes template;~~
  - ~~3.1.1.2 Format the Maroon Minutes by inserting the drafted information into the template once approved;~~
  - ~~3.1.1.3 Publish the Maroon Minutes online once formatting is complete.~~
- 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;

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- 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 ~~Drafts of~~ 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-draft~~ 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-draft~~ 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-draft~~ 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-draft~~ is appropriate for distribution;
- 3.3.5 Should the Administrative Assistants deem the ~~document-draft~~ appropriate for distribution the ~~document-draft~~ is to be ~~sent to the Communications Officer circulated to all SRA members by the document creators~~ immediately upon review ~~and given to the Communications Officer~~ for ~~formatting and~~ 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.