

## **Internal Procedures: Clark Undergraduate Student Council Elections Committee**

The Clark Undergraduate Student Council (CUSC) President is responsible for appointing CUSC elected members to the CUSC Elections Committee. Listed below are the functions and duties of the CUSC Elections Committee and descriptions of each:-

### **I. Membership and Expectations**

#### **A. Appointment**

1. Members of the CUSC Elections Committee will be appointed by the CUSC President at the beginning of each Council's term.
2. At that time the CUSC President will also appoint one member of the committee as Chair and one member as Vice Chair.
3. The CUSC President will act as an advisor to the committee, providing helpful insights and opinions on the operations of the committee

#### **B. Expectations from Members**

1. The CUSC Elections Committee will meet weekly unless it is deemed by the Chair that a meeting is unnecessary.
2. The advisor to the CUSC elections committee is required to come to every meeting to offer his/her support and guidance.
3. Members should attend all Committee meetings unless under extenuating circumstances they are unable to attend. Any absence must be approved by the Chair 48 hours before a scheduled committee meeting. Absences should not exceed 2 per semester.
4. Election committee members who choose to run for an executive board position during Spring Elections are expected to resign from their position on Elections Committee before petitions for spring elections are due in order to avoid any conflict of interests.

#### **C. Records**

1. The Vice Chair is required to take attendance of present members at the beginning of each Committee meeting and file attendance accordingly in the CUSC office.
2. The Vice Chair is required to take minutes for each meeting and file minutes appropriately as per the filing system set forth by the CUSC secretary.

### **II. Applications**

An updated version of the CUSC Common Leadership Application will be available on the CUSC website which should be submitted to the Elections Committee chair by applicants during each application cycle

### **III. Interviews**

- A. Interviews are to be conducted by the full Elections Committee
- B. Candidates interviewed by the Elections Committee members must be approved for their desired position by a consensus vote of the Elections Committee
- C. Once approved by the Elections Committee, the appointment will be brought forth to a full council for confirmation as per the elections bylaws
- D. Elections Committee members are advised to use the Committee's common application question guide specific to that the position being filled

#### IV. Elections

##### A. General

##### 1. Mode of Elections

- a. As per Bylaw 201 Sec 4a, the CUSC shall use a secure Internet voting system to conduct its elections, except in cases where security of the voting system is compromised
- b. If such a security compromise occurs, the Elections Committee will organize a ballot voting system as per Bylaw 201 Sec 4c

##### 2. Mandatory Meeting

- a. The Elections Committee shall inform the candidates of their option to submit a 50-word biography to be included on the Election ballot
- b. At this meeting candidate photos will be taken by the Elections Committee to be placed on the ballot

##### 3. Debate

- a. CUSC shall sponsor a debate organized by the Elections Committee
- b. The debate is moderated by a panel of representatives from Clark media student organizations
- c. The debate will be open to all students of the Clark undergraduate student body
- d. Students may pose questions to the candidates during the debate, although these questions may be screened by the Elections Committee members for judging their appropriateness
- e. Candidates who do not attend the debate are required to submit a campaign platform to the Elections Committee before the scheduled debate which will be released to the student body

##### 4. Campaigning

- a. Expense Reports

- i. The Elections Committee must receive an itemized expense report from all candidates in paper form with any relevant receipts attached including write-in candidates, as per Bylaw 201 Sec 3a
- ii. In case of any problem regarding emails pertaining to submission of expense reports, the Elections Committee shall work with the Judiciary Committee and ITS in order to pursue a decision as per the CUSC Constitution and CUSC Bylaws

5. Until the closing of Election polls, all questions regarding Elections procedures should be directed towards the Elections Committee.

#### B. Fall elections

1. The executive board shall assume all of the powers of the Elections committee during this election
2. This allows members of the Elections Committee from the immediate past term to run for a position on council again

#### C. Spring elections

1. The Spring Elections serve the purpose of electing the executive board members for the following term as well as any other open positions on the CUSC representative council
2. Positions that remain open after the Spring Elections will be subject to Special Elections procedures

#### D. Special Elections

1. According to Article V of the CUSC Constitution, the Elections Committee should attempt to fill any vacancies by a Special Election except when less than six weeks remain in the term of the position or when the constitution provides otherwise
2. A mandatory debate will not be held for Special Elections

#### E. Referenda

1. Special Elections may be held in order for referenda to be voted on by the student body at least two weeks after approval by the CUSC proper, as per Bylaw 202 Sec 2
2. Referenda should include a short description of the issue pertinent to

referenda question and short descriptions of what a YES vote and a NO vote entail

- a. Language used in the description of the issue, the YES vote, and the NO vote should not be persuasive towards the YES vote nor should it be persuasive towards the NO vote
- b. Changes in wording will ultimately be decided by the CUSC

#### F. Training

1. Newly elected members will work with the E-board to attend training sessions, as organized by E-board members and Elections Committee members

#### G. Publicity of Elections

1. The Elections Committee will cooperate with the Communications Committee to publicize any upcoming elections including but not limited to: flyers, banners, posters, etc.
2. The Elections Committee is required to publicize candidate bios and photos before the elections

H. The Elections Committee shall operate under the CUSC Constitution and Bylaws in addition to Internal Procedures