

ESC Spring 2017 Elections Packet

A message from Columbia Elections Board:

Dear Candidate,

Thank you for your interest in running for a position on the Engineering Student Council. This packet contains all the information you will need to run for this position. Please carefully read through the information provided here. If you have any questions or concerns, feel free to e-mail us at electionsboard@columbia.edu.

Good luck!

— Chase Manze and Charlie Kang of Columbia Elections Board

This packet includes the following:

- Elections Rules Summary p. 2-3
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Information and this packet is available via:

- Information Sessions
- Rules Meeting
- blogs.cuit.columbia.edu/ceb

Elections Rules Summary

The rules listed below are informative. For the complete rules, candidates should refer to the CEB Rules and Regulations, which will be distributed at the rules meeting.

Eligibility:

- You may run for and hold only one position.
- You must be a registered undergraduate SEAS student during your term of service.
- You must plan to continue studies in SEAS through the following academic year.
- You must submit all necessary forms to the CEB accurately and before their respective deadlines.

Parties:

- Parties may be formed between candidates for mutual benefit; candidates do not have to join parties.
- The ballot will reflect party affiliations next to the candidate's name.
- Candidates, however, will still be elected on an individual basis by majority vote.
- Parties can include any combination of positions for Class Council or Executive Board. Parties can be "incomplete", i.e. they can have fewer than the maximum number of possible candidates (4 for Class Councils, 5 for Executive Board).

Campaign Materials:

- There is a \$35* (non-reimbursable) expenditure ceiling for each candidate. Before accepting free or discounted goods or services, a candidate must consult Columbia Elections Board to set a "normal" price to be included in the candidate's total expenditures.
- ESC-funded organizations, as well as eating establishments on campus like JJ's Place and Café East, may not support any candidate financially or in any other manner.
- All campaign materials including poster/flier designs, banners, Facebook groups, and giveaways must be included and/or described via online forms before their respective deadlines.

*The limit is \$50 for Executive Board candidates

Campaigning:

- Campaigning is only allowed during the campaign period.
- All door to door campaigning, postering, and speaking engagements are allowed.
- If you want to speak during an event or before a class, make sure you ask the permission of the professor or group in charge prior to the event or class.
- Candidates may not physically provide the voting platform (i.e. electronic tablet) and/or be present when non-candidates are voting.
- Candidates may only put up a maximum of 5 posters per bulletin board (and each must be different)
- Unsolicited emails are prohibited. A message is unsolicited if the recipient did not initiate the communication.
- It is strictly prohibited to demean any other candidate or to deface any of their campaign materials.
- All candidates are responsible for the conduction of themselves and all others whom support or represent them, regardless of whether or not the act/support was requested or solicited. Rule violations by supporters will be considered as being committed by the candidate/s. The EB will decide the extent of the connection between the supporter and the campaign if necessary by examining evidence presented by the individual/s reporting the rule violation.

- All violations may be submitted via email for formal review.

Campaign Free Zones: areas where campaigning is not allowed

- The fourth floor of Mudd
- Within 100 feet of the campus entrance to Mudd
- The campus entrance floor of John Jay Hall
- The campus entrance floor of Hartley & Wallach Hall
- Within 100 feet of the campus entrance to John Jay Hall.

Campaigning is not allowed in these areas, which means no posters/fliers, handouts, or giveaways of any kind.

Good Faith

The elections are conducted in good faith that all candidates will respect voters during the voting period. Candidates are encouraged to discuss their platforms and previous experience with voters in addition to answering questions. They should also encourage eligible voters to vote in the election. Candidates and their supporters cannot be part of the actual voting process of any eligible voter other than themselves. They may not provide a means for the vote to take place or communicate with them during the voting process itself.

Examples that violate this section include.

- Giving a voter a tablet, laptop, phone, or internet-accessible device on which to vote, and
- Walking around a computer lab helping people, and
- Standing within 10 feet of someone while voting (unless the candidate is not aware the vote is taking place), and
- “Cornering” a voter – interfering with the ability of a voter to continue what they were doing, and
- Promising a person not running for an elected position an appointed position if that person campaigns for your party

The included examples are not exhaustive and the elections board can determine if an alleged action is in violation of allowed candidate elections conduct.

Endorsements

Only parties for Executive Board and Senate may seek endorsements from recognized student groups and publicize approved endorsements.

Voting

- Voting will be online — candidates which receive pluralities will win.
- Results will be posted online and emailed to all candidates within several hours after the voting period ends.
- Elections may be appealed within 48 hours of the announcement of the results.

Warning

VIOLATION of any rule may lead to **DISQUALIFICATION** or lesser **PENALTIES**, as outlined in the ESC Elections By-Laws and at the discretion of Columbia Elections Board.

Available Positions

President

Vice President of Policy

Vice President of Communications

Vice President of Finance

Vice President of Student Life

Class President (2018, 2019, 2020)

Class Vice President (2018, 2019, 2020)

Class Representative (2 for 2018, 2019, 2020)

Academic Affairs Representative

Campus Affairs Representative

Professional Development and Alumni Affairs Representative

Student Services Representative

Student Groups Representative

The 3-2 Combined Plan Representative

Technology Representative

Sustainability Representative

Gender Identity and Sexuality Representative

First Generation and Low Income Issues Representative

Racial Diversity and Inclusivity Representative

Disability and Accessibility Representative

International Students Representative

POSITION DESCRIPTIONS

President of the Council:

- Chair the meetings of the Council.
- Be responsible for providing goals and initiatives to the Council in accordance with the interests of the SEAS student body.
- Supervise the appointment of all Committee Chairs.
- Serve as the primary spokesperson and representative of the Council.
- Have no voting power, save in case of a tie.
- Be responsible for setting the strategic goals of the Council for the upcoming year, contingent upon presentation to the Council and approval.
- Reserve the authority to calibrate the formalities of the Council proceedings where s/he deems it appropriate for the Council.
- Shall serve as liaison to the Columbia Engineering Young Alumni (CEYA) Board.

Vice President, Policy of the Council:

- Oversee all standing and ad hoc committees of the Council, the policy representatives, and all related policy initiatives.
- Function as the Parliamentarian during moderated caucus when established by vote of the Council.
- Be responsible for bringing the Constitution and Bylaws to the Council for review.
- Be responsible for the upkeep of the Constitution and Bylaws and be able, upon request, to present these documents to the Council.

Vice President, Communications of the Council:

- Keep complete and accurate records including attendance and resolutions of all Council and Executive Board meetings and present such records to the Council upon request.
- Give adequate notification of all Council meetings to all its members.
- Develop an agenda and schedule all meetings of the Council.
- Be responsible for distributing a copy of this Constitution and a review of the Rules of Order to all newly elected members.
- Be responsible for maintaining records of Council activity
- Be responsible for the maintenance of all council related publications and information devices.
- Chair the Communications Committee.

Vice President, Finance of the Council:

- See to the correct and proper distribution of funds allocated to the governing boards of student activities, and for co-sponsorship with groups and activities approved by the Council.
- Supervise the transactions of all Council accounts, be responsible for an accounting of all Council expenditures and be able to present a budget to the Council upon request.
- Chair the Co-Sponsorship Committee.
- Represent ESC on all governing/funding boards' and student organizations' matters on campus.

Vice President, Student Life of the Council:

- Be the primary programmer of school-wide events.
- Coordinate with the Class Councils for programming purposes.
- Be responsible for Engineering Weeks and the appointed chair, if necessary.
- Chair the Student Life Committee.

Class President:

- Chair weekly Class Council meetings.
- Be responsible for reporting progress in class activities/functions to the ESC Executive Board.

- Oversee and remain accountable for all proceedings conducted by their Class Council.
- *Position is available for the classes of 2017, 2018 and 2019*

Class Vice President:

- Assume the responsibilities of the Class President, if deemed necessary.
- Coordinate events between the other Class Councils.
- Act as an alternate for the Class Representative in case of his / her excused absence from Council meetings.
- First-year, sophomore, and junior class council Vice Presidents must sit on the Student Life committees.
- *Position is available for the classes of 2017, 2018, and 2019*

Class Representatives:

- Serves as the representative of his/her class in the Council.
- Serve and be active on the Class Council.
- Be responsible for reporting pertinent activities of the governing board meeting.
- One must serve and be active on the Communications Committee, the other on a Policy Committee. An exemption exists for members of the senior class during second semester.
- *2 Positions are available for the classes of 2017, 2018, and 2019*

3-2 Representative:

- Act as the liaison between the Council, the administration, and 3-2 population
- Be responsible for reporting progress to the Executive Board of the Council
- Be responsible to solicit feedback from the 3-2 population with regards to their student life concerns
- Be responsible for maintaining and seeking adequate representation on the Junior and Senior Class Councils.

Academic Affairs Representative:

- Sit on the Committee on Instruction for SEAS.
- Act as the liaison between the Council, students, and the administration on all issues concerning academics.
- Chair the Academic Affairs subcommittee.
- Be responsible for reporting progress to the Executive Board of the Council.
- Be responsible to solicit feedback from the student body with regards to academic affairs and report the obtained information to the Council.
- Be responsible for maintaining and seeking adequate representation on their standing committees.

Campus Affairs Representative:

- Facilitate communication between the Council, students, and the administration on all issues concerning campus affairs
- Ensure Council representation on the Lerner Advisory, Public Safety Advisory, and other advisory committees as deemed necessary by the Executive Board
- Solicit feedback from the student body on campus affairs and report the obtained information to the Council.

Professional Development and Alumni Affairs Representative:

- Act as the liaison between the Council, the various SEAS pre-professional organizations, and the Center for Career Education.
- Act as the liaison between the Council and all Alumni organizations (Columbia Engineering School Alumni Association, Columbia Club, etc.) on issues concerning the student body.
- Chair the Professional Development and Alumni Affairs subcommittee
- Be responsible for reporting progress to the Executive Board of the Council
- Be responsible to solicit feedback from the student body on a bi0semester basis and report the obtained information to the Council.

- Be responsible for maintaining and seeking adequate representation on their standing committees.

Student Services Representative:

- Act as the liaison between the Council, students, and the administration on all issues concerning student services.
- Represent the Council on matters involving the Housing Advisory, Dining Advisory, and Health Services Advisory Committees.
- Chair the Student Services subcommittee.
- Be responsible for reporting progress to the Executive Board of the Council.
- Be responsible to solicit feedback from the student body with regards to student services and report the obtained information to the Council.
- Be responsible for maintaining and seeking adequate representation on their standing committees.

Technology Representative:

- Oversees all technical and information technology issues pertaining to the council's function.
- Responsible for creating and maintaining a web presence that encompasses:
 - A development queue that prioritizes all projects in the ESC's timeline;
 - Online discussion forums, and coordination with other councils through online scheduling, collaboration and web development;
 - Includes design and oversight of internal and external web-presences for the ESC General Body, class councils and policy committees.
- The Executive Board retains ultimate authority and discretion over development projects and queue priorities.
- Sit on the Communications Committee.

Sustainability Representative:

- Oversees all sustainability issues pertaining to the council's function.
- Must sit on Policy and, optionally, Student Life committees
- Responsible for maintaining a working knowledge of sustainability issues in general and on Columbia's campus specifically...
 - By maintaining contact with sustainability focused and environmentally conscious organizations to stay current on environmental initiatives
 - By attending monthly meetings with Green Umbrella and the Office of Environmental Stewardship to touch base on current projects and requests
- The Executive Board retains ultimate authority and discretion over development projects and queue priorities.

Gender Identity & Sexuality Representative:

- serve as advocates for underrepresented, marginalized communities relating to gender identity and sexuality at Columbia
- Must be passionate about the issues faced by the communities they will represent
- Responsible for making tangible changes they can bring about to make campus more inclusive for these communities.

First Generation and Low Income Issues Representative:

- serve as advocates for underrepresented, marginalized communities relating to first-generation and low-income students at Columbia
- Must be passionate about the issues faced by the communities they will represent
- Responsible for making tangible changes they can bring about to make campus more inclusive for

these communities.

Racial Diversity and Inclusivity Representative:

- serve as advocates for underrepresented, marginalized communities relating to racial diversity and inclusivity at Columbia
- Must be passionate about the issues faced by the communities they will represent
- Responsible for making tangible changes they can bring about to make campus more inclusive for these communities.

ESC Disability and Accessibility Issues Representative (1):

- The 5 Diversity and Inclusion representative positions will serve as advocates for underrepresented, marginalized communities at Columbia.
- Each representative should be passionate about the issues faced by the communities they will represent and their platform should include tangible changes they can bring about to make campus more inclusive for these communities.

ESC International Students Representative (1):

- The 5 Diversity and Inclusion representative positions will serve as advocates for underrepresented, marginalized communities at Columbia.
- Each representative should be passionate about the issues faced by the communities they will represent and their platform should include tangible changes they can bring about to make campus more inclusive for these communities.

ELECTIONS SCHEDULE

Information Session	Wednesday	March 1	6:40pm-7:20pm	Broadway 14th floor Lounge
Candidate and Party Registration Due	Tuesday	March 21	11:59pm	ONLINE - LINK WILL BE EMAILED TO CANDIDATES
Rules Meeting	Wednesday	March 22	8:00-9:30	Math 203
Poster Approval	Monday	March 27	12:00pm NOON	ONLINE - LINK WILL BE EMAILED TO CANDIDATES
Campaigning Period Starts	Wednesday	March 29	10:00am	Campus Wide
Debate	Sunday	April 2	2:00 pm - 5:00 pm	Roone Cinema
Voting Starts	Monday	April 3	10:00am	ONLINE - LINK WILL BE EMAILED TO CANDIDATES

Polls Close & Campaigning Ends	Wednesday	April 5	5:00pm	N/A
Results Announced	Wednesday	April 5	Before Midnight	via email

Notes:

1. ESC campaigns are financed by candidates. Receipts must be kept and submitted immediately to Columbia Elections Board via a form we will release to candidates.
2. All students must attend the Debate or risk disqualification.
3. No campaigning can take place outside of the Campaign Period, and campaigning must follow other rules outlined above.
4. ESC will not have the following for Spring 2017 Elections: Poster Stamping.