

**Columbia Elections Board
Columbia College Student Council Elections By-laws**

Amended June 2016

PREAMBLE

All regulations, policies, and procedures these Bylaws set forth are applicable only to CCSC races, CCSC candidates, and members of the EB appointed by CCSC.

ARTICLE 1. MEMBERSHIP AND DUTIES

Section 1. Overview

The Columbia Elections Board (CEB) conducts and publicizes all CCSC, ESC, and GSSC elections. Joint CCSC-ESC events will be funded by ratio, and CCSC or ESC or GSSC only events or procedures will be funded solely by the respective student council.

The CEB shall include Columbia College students appointed by the CEB and approved by CCSC, who do not serve on CCSC and do not intend to run in a CCSC election during their tenure on the CEB.

Section 2. Review and Amendments

Each year, the Elections Board must review and adopt these Bylaws and elections procedures. This document will be the official and binding set of rules for all candidates in the CCSC elections. Any changes to the CCSC By-Laws must be approved by the CCSC by a 2/3 majority vote.

Section 3. Board Members

Members of the Elections Board will work together to prepare and distribute all elections materials, publicize and moderate candidate forums, oversee voting, prepare online election centers, approve posters, respond to rule violations, determine penalties, work with the Office of Student Development and Activities to send school-wide e-mails, tally the votes, release the results, pass the elections regulations, calendar elections, and fulfill all responsibilities outlined in Article III and elsewhere in this constitution.

ARTICLE 2. TERMS OF MEMBERSHIP

Section 1. Elections Board

The terms of office for CEB Members will commence immediately upon their approval by CCSC

in the Fall, following the completion of the Fall Elections. Once appointed and approved, CEB members will be eligible to serve until their graduation.

There is no term limit for Elections Board members as long as they maintain eligibility as an enrolled Columbia College student who does not hold a CCSC office. If a member of the Elections Board resigns during his or her term, he or she is still ineligible to run in the Spring CCSC Elections or apply to fill a CCSC vacancy that year.

Section 2. Removal Procedures

Candidates, Elections Board members, CCSC members, and students at large who find that the integrity of the elections process has been compromised by a Columbia College (CC) member of the Elections Board may submit a written complaint to the President of the CCSC, who will bring the complaint to the attention of the CCSC Judicial Board. All complaints will remain confidential while under the consideration of the Judicial Board.

The Judicial Board will then determine whether or not the complaint warrants the attention of CCSC'S USL Advisor (Josh Lucas). If so, the CEB must be notified of the nature of the complaint and given an opportunity to appeal that decision. If the Judicial Board still finds it fit to notify CCSC's USL Advisor (Josh Lucas) of the complaint, the USL Advisor may decide what action, if any, needs to be taken in order to maintain the integrity of the elections process during a closed meeting.

Any complaint against a SEAS or GS member of the CEB will be referred to their respective councils (ESC and GSSC) for review and ultimate decision.

Section 3. Membership Replacement

If a member of the Elections Board resigns or is otherwise unable to fulfill the terms of their appointment, one of the following procedures will be followed to fill the vacancy, depending on the proximity of the resignation to the upcoming elections.

Vacancies are filled according to the CEB default method in the CEB Constitution Article 3.

ARTICLE 3. ELECTIONS GOVERNANCE

Section 1. Review of Rules and Regulations

The Elections Board is responsible for preparing all candidate rules and regulations pertaining to the elections and distributing them to all candidates prior to the beginning of the campaigning period. The Rules and Regulations **must** be reviewed each year at a **spring or summer meeting** between the outgoing and incoming CCSC President and Vice-President and the Elections Board. The board members should use the existing rules document as a template, and only

make improvements where deemed absolutely necessary, taking into account any issues that arose in the previous election. If further discussion is deemed necessary by CCSC, the Elections Board must host a formal discussion of the Rules and Regulations document at a general meeting of the CCSC, where members of the CCSC may provide input and the Elections Board will field questions from CCSC members and other meeting attendees. The Elections Board is in no way bound to suggestions given at this meeting, but should review and consider them at a meeting of all the members of the Elections Board.

Section 2. Preparation and Promotion

After reviewing the Rules and Regulations, the Elections Board must begin to prepare for the Fall Elections. Their duties include, but are not limited to, the tasks below:

A. Elections Timeline

The Fall Elections should be scheduled for September, and preparations must be made over the summer so that the incoming first year class can elect their representatives as soon as possible. The Spring Elections should occur in April, to allow the incoming council sufficient time to learn their responsibilities and meet relevant administrators. The Elections Board should adhere as closely as possible to the Elections Timeline Template (Appendix I), scheduling no fewer than two information sessions, a rules meeting, candidate forums, postering periods, and a moratorium period directly preceding the election. The Elections Board should take into account holidays, vacations, and other campus events when scheduling the elections, with the aim of garnering maximum student participation.

B. Fall Elections

The fall election of first-year officers, as well as any other CCSC vacancies, should be completed by October, before the CCSC retreat. The Elections Board should coordinate with NSOP, Residential Programs, and SDA, to both promote the elections and ensure that they do not conflict with any other first-year activities. The campaign period should be two weeks long, which is shorter than the Spring Elections.

C. Spring Elections

The entire Spring Elections process (from the first day of campaigning to the election day) should be scheduled over three weeks and must be completed at least one month before the last CCSC meeting of the school year. The Elections Board should pay close attention to the occurrence of Spring Break, Passover, Easter, and large campus events when creating the Spring Elections timeline.

D. Advertising

It is imperative that the entire student body be made aware of the elections so that every eligible student has the opportunity to become a candidate, and so that every student feels invested in the outcome of the election. The Elections Board should advertise the

elections through a variety of means, including: flyers, e-mails, and the CCSC website.

E. Materials

The Elections Board is responsible for preparing and distributing all explanatory materials, including but not limited to: position descriptions, calendars, rules packets, candidate registration forms, and forum guidelines. The Elections Board will update these documents on the Elections Website. Additionally, the Elections Board is responsible for preparing the ballots.

F. Election Centers

The Elections Board shall compile candidate profiles and platforms to be submitted to and posted online. Candidates will be given a deadline for submitting this information, and may be penalized if it is not submitted on time. Furthermore, the Elections Board should direct the student body's attention to this website.

Section 3. Eligibility and Candidacy

A. Eligibility

Any full-time Columbia College student in good academic standing (GPA at least 2.0), and who is registered as a member of the electorate s/he is seeking to represent, is eligible for office. For Fall Elections, only first-year students may run for class positions. In the event that executive board or non-first-year positions are vacant, students may run in the fall election to fill the open positions. The office of Student Development and Activities may request confirmation of good academic standing from candidates. Candidates must comply or face disqualification.

B. Requirements

Candidacy is contingent upon timely submittal of all Elections Board registration forms before the deadline with no exceptions, attendance at the Rules Meeting and CEB Debate for their respective position, and compliance with all guidelines as per the Rules and Regulations. If a candidate is unable to attend the Debate and/or the Rules Meeting, the Elections Board must be notified 48 hours in advance at electionsboard@columbia.edu with a valid excuse.

Candidates are responsible for complying with all University rules, including those set forth by Housing and Dining, Residential Life, and rules set forth in the Guide to Living. Campaign activities that violate any University policies may warrant penalties and possibly disqualification.

C. Write-in Candidates

No write-in candidates who have not submitted their registration forms will be considered

for any positions.

D. No Late Submissions

No late submissions of any form will be accepted, barring extenuating circumstances confirmed by the CEB within a 12 hour time frame.

Section 4. Parties

A. Overview

Only candidates for the executive board and class councils may form parties, and these parties will be recognized on the ballot. The Elections Board will not recognize or allow any other affiliations or coalitions, with other parties, campus, or national organizations; such affiliations are grounds for disqualification. Candidates running on a ticket must submit a Party Identification Form in addition to their individual Candidate Registration forms.

B. Party Structure

Executive Board candidates must run as a party with all of the following positions: President, Vice President for Policy, Vice President for Campus Life, Vice President for Funding, and Vice President for Communications. The executive board will be voted for as an entire ticket. Votes for individual members composing the executive board will be viewed as a vote for the entire ticket.

C. Presidents and Vice Presidents

Candidates for Class President and Class Vice President must run together as a ticket and cannot be voted for individually. These candidates may run as a party with up to three Class Representative candidates.

D. Representatives

Candidates for Class Representative may run as part of a party with other candidates for Class Council, or be independent from party affiliation.

E. Party Names

No party names may be affiliated with any national or campus-recognized group. No offensive or suggestive party names will be accepted, as they would compromise the integrity of the elections. All party names are subject to the approval of the Elections Board.

F. Party Reorganization

No candidate may switch parties; each candidate must remain affiliated with the party declared on his/her candidate registration form. No new parties may be formed after the registration deadline. If a Representative candidate who is affiliated with a Class Council party resigns, the party may still run with the remaining members of the ticket. If a

candidate for Class President or Vice President rescinds his/her candidacy, another member of the same party may run for that position, as long as the Elections Board is informed immediately. Under no other circumstances may a candidate rescind candidacy for one position and then seek candidacy for another position in the same election. No party may add another representative candidate after a candidate resigns.

Section 5. Endorsements

A candidate may not use his or her current position on CCSC to further his or her candidacy, nor the candidacy of any other student. If a student holds a position on CCSC at the time of the elections, they cannot endorse a candidate in their role as a CCSC officer.

However, student groups may endorse Senate and E-board candidates.

Section 6. Campaigning

No alcoholic beverages may be served in connection with a candidate's campaign.

Section 7. Forums

A. Debate

The Elections Board must organize at least one **Debate** for all candidates in both the fall and spring elections. When possible, separate forums should be held for each position.

B. Inclusion

Only registered candidates recognized by the Elections Board may present their platform and answer questions (Article III, Section 3).

C. Attendance

Debate attendance is mandatory for all candidates. Candidates may not leave their debate until it has officially ended, unless an official excuse from the Elections Board has been issued.

D. Organization

The Elections Board is responsible for advertising the debates to the student body, and providing candidates with approved flyers that advertise their debates. If the debate is not in a wheelchair accessible room, it must be livestreamed.

Section 8. Referenda

A. Ballot Setup

Referenda may only consist of survey questions for the Columbia College electorate.

Referenda may only be placed on the ballot when the entire Columbia College student body is eligible to vote.

B. Submissions and Approval

To place a referendum on the ballot, a petition containing the exact question and the valid signatures of 150 enrolled Columbia College students must be obtained OR two-thirds of all voting members of the CCSC must vote to place the question(s) on the ballot. Such action must occur before the assigned deadline.

A student or group must submit the question(s) to the Elections Board for approval before the assigned deadline. The Elections Board reserves the right to reject the wording of any referendum and will give the student or group 24 hours to reword and resubmit such questions. Approved referenda will be available for circulation the following morning.

C. Referenda Campaigning

Campaign materials used by groups supporting or opposing referenda must conform to the Elections Board regulations regarding campaign materials (Article III, Section 6). Any actions on behalf of those sponsoring the referenda are subject to Elections Board rules and regulations. Any inappropriate behavior will result in the exclusion of the questions from the ballot.

Section 9. Rules Violations

A. Submission

Allegations of rule violation must be submitted to the EB via Google Form. Submissions must clearly identify the rule(s) violated, the illegal action(s), and the person(s) allegedly responsible for rule violation. The person submitting the rules violation may also provide the Elections Board with supporting materials related to the alleged violation. All submitted rules violations must be looked over and given a ruling by the Elections Board within 48 hours. If the EB rules that there has been a violation, the rule-violating party will be notified via email of the ruling. The electronic conversation will carbon copy the EB, the EB's USL advisor (Josh Lucas), and the alleged rule violator.

B. Rebuttal

The alleged rule violator may submit a rebuttal to the charges in writing or by e-mail to the Elections Board.

C. Resolution

The Elections Board will investigate the complaint based on the information in the Rules Violation form and in the rebuttal. If additional information is required, the Elections Board will call separate meetings with the parties to the complaint. Appropriate sanctions will be enforced if the rule violator is found guilty. After the Elections Board has ruled on

a complaint, all violations and subsequent penalties become public information. All information that reveals the identity of the reporter will be removed by the EB before publishing.

D. Sole Jurisdiction

The Elections Board is solely responsible for assigning and enforcing sanctions and penalties. Violation of any rule may lead to disqualification or lesser penalties, as determined by the Elections Board.

E. Second Appeal

All Elections Board decisions regarding disqualification are final unless reversed through appeal to the CCSC Judicial Board, which shall decide to either uphold or overturn the Elections Board's decision, as per the procedure set forth in the CCSC Constitution. After the Judicial Board has ruled on a complaint, their decision and any records regarding the judgement becomes public information.

F. Final Resolution

The Elections Board must reinstate a previously disqualified candidate if the Judicial Board overturns the disqualification.

G. Rules Violations Abuses

In the case of a candidate continuously filing false rules violations, the Elections Board will bring all related records to the EB's USL advisor (Josh Lucas) as a possible violation of the Affirmative Statement (440.2) of the Rules of University Conduct. Violation of this rule may lead to disqualification or lesser penalties, as determined by the Elections Board and the USL advisor.

Section 10. Election Procedures

A. Online voting

The Elections Board is responsible for preparing the online polls using LionLink (Section 2,E). For the spring elections, four separate polls must be created specific to each class. Positions on the online poll will be determined randomly.

B. Tallying

Only Elections Board members, Judicial Board members, and SDA staff are permitted to view the votes. At least one SDA staff member must see that the LionLink results and the EB's results are the same. No other students are permitted to assist in or observe the tallying at any point.

C. Plurality

A simple plurality of votes will suffice for the victor in any one-candidate office; multi-candidate offices (e.g. class representatives) will be decided with IRV voting.

Write-in candidates may be declared winners depending on the results, unless their behavior during the campaign period would have warranted disqualification had they been official candidates, as outlined in Section.

G. Results

No elections results are to be released until the LionLink poll is officially closed. At this time, the results must be sent first to the candidates via electronic mail or telephone. After this, media publications and the student body at large may be informed.

H. Appeals

Any Columbia College student may appeal the election results by writing or emailing the Elections Board within 24 hours of the first announcement of the results. Results become official after the last appeal is decided.