

CCSC Spring 2017 Elections Packet

A message from Columbia Elections Board:

Dear Candidate,

Thank you for your interest in running for a position on the Columbia College 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 & Charlie Kang of Columbia Elections Board

This packet includes the following:

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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 Elections Bylaws.

Eligibility:

- Registered as a full-time Columbia College student.
- Registered as a member of the electorate s/he is seeking to represent.
- In good academic standing (2.0 or better GPA).
- Candidates must submit all forms to CEB accurately and before their respective deadlines. Violating a deadline constitutes a Type 1 violation.

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.
- Exec Board Presidents and VPs of Policy must run together. Class Presidents & VPs will be elected together. Class Representatives, however, will still be elected on an individual basis.
- Class Council Parties can be "incomplete", i.e. they can have fewer than the maximum number of possible candidates (5 for Class Councils)
- No party names may be affiliated with any sub national, national or campus recognized group. No party or candidate in Columbia College may be affiliated with a party or candidate, particularly in terms of name, in SEAS, GS or Barnard. No party/candidate in Columbia College may be affiliated with or campaign on the behalf of another party/candidate in CC, SEAS, GS or Barnard elections.
- No candidate may switch parties; each candidate must remain affiliated with the party declared on his/her candidate registration form.

Campaign Materials:

- Campaigning materials are any physical materials or electronic communications that promote a candidate or party in association with an election
- The only forms of permitted campaign materials are posters, palm cards, web content, phone calls and any other additional spending stipends provided by the CCSC Elections Board. Web content may include, but is not limited to Facebook messages, Facebook events, Facebook groups, Facebook statuses, AIM/Gmail statuses, AIM/Gmail profiles, websites, videos/movies, text messages, Twitter updates, Youtube and/or any sites that are free of charge.
- Additionally, no other physical campaign materials are permitted other than what is listed or provided for by Columbia Elections Board. Prohibited materials/methods include, but are not limited to: chalking, use of whiteboards and chalkboards, creative uses of tape, custom t-shirts, buttons, stickers, hats, other apparel, Facebook Ads. No food or drinks may be served in connection with a candidate's campaign. Alcohol may not be served in any instance.
- Personal white boards/chalk boards on a candidate's room door may be used. If a candidate has a roommate that person must also agree to the use of the white board/chalk board for campaigning. No floor or building boards that are reserved for Public Safety or Residential Life can be used nor can RAs/CAs give permission for posting on these reserved boards.
- Candidates may not damage, destroy, obscure, move or otherwise limit access to campaign materials produced by others
- Sending unsolicited mass emails to students not known by the candidate is prohibited.
- Sending emails prior to the start of the campaigning period that pertain in any way to a candidate, their party, platform or platform development is prohibited.
- Campaign financing will be provided through the Columbia College Student Council Elections Board for any recognized candidate. Unrecognized candidates are encouraged to use free services to campaign.

Executive Board Spending:

Exclusively Executive Board parties and candidates will receive a stipend of \$30 per candidate for food/non-alcoholic beverages during a meet and greet. The stipend can be used for website design but cannot be used for additional posters.

Poster Approval:

- Drafts of all posters and palm cards must be pre-cleared by the EB, which must have an original copy to keep. Failure to present posters or palm cards for pre-clearance during the time specified will result in a deduction of 10% from candidates' poster quota.
- Each ticket for Executive Board may produce a maximum of 300 posters.
- Each candidate for Class Council may produce a maximum of 150 posters each.
- Each candidate for Senate, Academic Affairs, Alumni Affairs, Student Services or Pre-Professional may produce a maximum of 300 posters.
- Candidates running unopposed in any race may produce a maximum of 25% of original poster allotment.
- 25% of each candidate's posters must feature specific elements of the candidate or party's platform.
- Party members may pool their posters.
- Poster allocations are based on printing/photocopying with black ink at Village Copier [1181 Amsterdam]. The total cost of black/photocopied paper may be substituted for fewer, more expensive colored copies.
- Posters must be printed/photocopied on regular 20lb white or 20lb colored paper.
- Cardstock or poster board may not be used to create posters or palm cards.
- Posters must be no larger than 8.5"x11" but may be used in conjunction with other posters to construct a larger tableau.
- Lamination may not be used on posters or palm cards.
- Candidates may not "lamine" posters with excessive amounts of tape.
- Posters may not be affixed to brick, glass or stone.
- Candidates may not poster residence hall doors without consent from the resident(s).
- Failure to complete either stamping or pre-approval during the time specified will be penalized by a 10% reduction in posters (calculated in relation to their original allotment).
- Missing both the pre-approval and stamping deadline during the specified time will be penalized by a 20% reduction in posters (calculated in relation to their original allotment).

Campaigning:

- Campaigning is only allowed during the campaign period.
- All door to door campaigning, postering, and speaking engagements are allowed.
- Candidates may critique but may not knowingly misrepresent any factual information about themselves, attack another candidate's views, experience or platform. Candidates may not attack the character of another candidate in any way. Offering alternative ideas, solutions or evidence of preparedness does not constitute an attack.
- Discriminatory, obscene, sexually suggestive, drug and alcohol related or generally offensive or inappropriate content is prohibited.
- 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.
- Unsolicited emails are prohibited. A message is unsolicited if the recipient did not initiate the communication.
- All candidates are responsible for the conduct 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.

Endorsements

- Only parties for Executive Board and Senate may seek endorsements from recognized student groups and publicize approved endorsements. Endorsement forms must be submitted to Columbia Elections Board prior to the party's publication of the endorsement.
- 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. No member of CCSC may use his or her position to campaign for any candidate. Actions considered inappropriate include, but are not limited to the following: (i) use of CCSC email privileges to promote a candidate or part, (ii) campaigning or allowing a candidate to campaign at a CCSC event, and (iii) expressing one's support for a candidate while acting in his/her capacity as a member of CCSC
- Candidates may not solicit requests to meet with student organizations before the Campaigning Period starts.

To obtain an official endorsement a party and the endorsing organization must comply with the following:

- The party must present their platform at a meeting of the student organization's executive board.
- If the party seeking endorsement is a member of the student group's executive board, then s/he must abstain from the vote.
- If the party seeking endorsement is running against a member of the student group's executive board, then that member of the student group's board must abstain from the vote. If the candidate seeking endorsement is the president of the student group, the next highest-ranking office must preside over the vote and sign the Candidate Endorsement Form.
- The Candidate Endorsement Form must be completed and signed by the candidate seeking endorsement and the President of the endorsing organization.
- The CCSC Elections Board must verify the endorsement with the organization's executive board before it is publicized. The method of verification is at the discretion of Columbia Elections Board and can be either via email or via phone. Executive Board and Senate candidates will be notified after this verification has taken place, and neither the party nor the organization may publicize the endorsement until notified by Columbia Elections Board.
- Should a candidate/party *or* endorsing organization announce the endorsement before the endorsement is announced by the EB, the endorsed party/candidate loses right to all endorsements and the party/candidate will be penalized 10% of poster quota, based on original allotment.

Voting

- During the online voting period, vote solicitation may not occur in the room in which the person is voting, in the case of dorm rooms and libraries. Candidates are prohibited from walking around with laptops, iPads or any other electronic device in solicitation of votes.
- Results will be posted online and emailed to all candidates by midnight of the last voting day.
- Elections may be appealed within 24 hours of the announcement of the results.

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 can determine if an alleged action is in violation of allowed candidate elections conduct.

Warning

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

Available Positions

Student Body President

Vice President for Policy

Vice President for Campus Life

Vice President for Finance

Vice President for Communications

University Senator (2)

Class President (2018, 2019, 2020)

Class Vice President (2018, 2019, 2020)

Class Representative (3 per class)

Academic Affairs Representative

Inclusivity & Equity Representative

Student Services Representatives (2)

Pre-Professional Representative

Alumni Affairs Representative

Sandwich Ambassador

POSITION DESCRIPTIONS

As per CCSC Constitution:

Student Body President

The Student Body President will serve as the primary spokesperson for and representative of the student body of Columbia College. The Student Body President shall chair CCSC meetings and bear ultimate responsibility for the execution of all CCSC initiatives. The Student Body President shall maintain relations with the Administration, Faculty, Alumni, Members of the Morningside Heights Community, and other undergraduate student councils and governing boards. Collaboration between these external bodies and various parts of CCSC should be sought and encouraged by the Columbia College Student Body President whenever possible. The Student Body President reserves the right to serve ex officio on any CCSC committee. The Student Body President shall maintain, promote, and execute this Constitution.

Vice President for Policy

The primary responsibility for the Vice President for Policy shall be to advise and guide all CCSC members concerning business that relates to both University and College policy and coordinate their initiatives with regard to these matters. The Vice President for Policy shall assist the President with the fulfillment of his or her policy oriented duties. The Vice President for Policy shall also bear responsibility for all nominations to University and College administrative committees. The Vice President for Policy has the option to serve as chair of any ad-hoc committee convened by the CCSC to address issues of College or University policy. The Vice President for Policy will direct the structure and operations of the standing Policy Committee. The Vice President for Policy shall also communicate with a representative to the Ivy Council in order to keep council apprised of issues of consequence to the Columbia College student body.

Vice President for Campus Life

The Vice President for Campus life shall serve to organize CCSC's school-wide programming initiatives and lead the standing Campus Life committee. The Vice President of Campus Life will also serve to foster community at Columbia by organizing events that encourage intergroup cooperation and staging event series that directly impact the lives and happiness of Columbia College students in tangible ways. The Vice President for Campus Life shall also work directly with their ESC, GS, and BC counterparts in planning interschool community-building events. In addition, the Vice President of Campus Life is encouraged to inform organize events that inform students of campus resources and gather feedback from Columbia College students on proactively building and sustaining a sense of Columbia College identity.

Vice President for Finance

The Vice President for Finance shall ensure the fair and timely funding of student activities and shall assist the President with the fulfillment of his or her funding-related duties. The Vice President for Finance shall administer and monitor the CCSC budget and advise the CCSC on all financial matters. The Vice President for Finance shall also serve as a board member of the Activities Board at Columbia (ABC) according to the ABC's Constitution, and maintain communication with the Student Governing Board (SGB) at Earl Hall, Community Impact (CI), Intergreek Council (IGC), and Club Sports Governing Board (CSGB) in order to stay apprised of their needs.

Vice President for Communications

The Vice President for Communications shall work with the President to communicate with the student body, student groups, administrative bodies, campus and external media, and internally within the CCSC. Further, the Vice President for Communications will determine strategies for gauging and aggregating student opinion in order to fuel policies or guide the council's decisions. The Vice President for Communications shall be the primary administrator of the CCSC's intra-council communication and organization, keeping records of all actions taken and decisions made by the CCSC, working with the President to compile agendas for regular CCSC and Executive Board meetings, distributing summaries of CCSC meetings, and

maintaining a record of attendance at CCSC meetings. The Vice President for Communications shall be the primary keeper of this CCSC Constitution and the CCSC Bylaws. The Vice President for Communications shall publish, with a majority approval from the council, a semester report of the CCSC to the student body which includes a record of accomplishment and ongoing projects and distribute it at the last meeting of each academic semester. If the Vice President for Communications is not in attendance at a meeting, (s)he may select another council member to take attendance and minutes.

University Senator

Senators will serve on the University Senate. The Senators shall advocate the interests of the Columbia College student body to the University Senate and shall keep the CCSC apprised of University Senate activities. Senators must attend all Senate meetings in accordance to the Senate attendance policy, including Student Affairs and other committees.

Class President

The Class President shall represent his or her class to the CCSC; advocate for his or her class on all class-oriented issues; program social, academic, and informational events for that class; chair the class council which is comprised of the Class President, the Class Vice-President, and three Class Representatives; and have the power to enumerate positions other than Class Representatives on the class council as seen fit.

Class Vice President

The Class Vice President shall represent his or her class to the CCSC; assist the Class President with the advocacy and programming responsibilities as outlined in Section 9; serve on the class council; and assume the Presidents responsibilities in his or her absence.

Class Representatives (9 total, 3 per class)

The Class Representative shall represent his or her class to the CCSC; assist the Class President with the advocacy and programming responsibilities as outlined in Section 9; serve on the class council; and assist the Class President and Class Vice President.

Academic Affairs Representative

The Academic Affairs Representative shall be responsible for examining issues relating to academic affairs and College academic policy. The Academic Affairs Representative shall act as the student body's primary liaison for academic affairs to the faculty and administration and should be regularly with the dean of academic affairs, directors of undergraduate study, and staff of the registrar, libraries, advising, and Columbia University Information Technology, as needed. The Academic Affairs Representative shall also coordinate the nomination of student representatives to the Education Policy and Planning Committee, the Committee on Instruction, and the Committee on the Core with the VP Policy. He/she will liaise with the Education Policy and Planning Committee, the Committee on Instruction, and the Committee on the Core representatives to address all academic issues of consequence to the Columbia College student body. The Academic Affairs Representative shall also act as liaison to the Committee on Academic Awards and shall meet with or appoint representatives to meet with students and administrators on the Academic Integrity Task Force.

Student Services Representatives (2)

The Student Services Representatives shall promote the improvement of student services, which include, but are not limited to: undergraduate residence halls, dining services, security, health services, athletic facilities, computing and libraries, renovations and facilities management, and Alfred Lerner Hall. The Student Services Representatives also act as the primary liaison between the student body and the University's administrators of student services. The Student Services Representatives shall be involved in all CCSC directives pertaining to student services.

Pre-Professional Representative

The Pre-Professional Representative shall promote the improvement of students' career search and development, which include, but are not limited to: career services, CCE relations, Pre-professional groups, pre-professional services (pre-law and pre-medical), scholarship and fellowship. The Pre-Professional Representative will also be encouraged to discover and promote non-traditional methods for students to build their network and career skills.

Alumni Affairs Representative

The Alumni Affairs Representative shall foster the relationship between current and former students of Columbia College. The Alumni Affairs Representative shall serve as the primary liaison between CCSC, CCAA, CCE, and all relevant offices. (S)he shall preside over the Columbia College Student Ambassador program administered by the CCAAD. The Alumni Affairs Representative shall also serve as the primary liaison between the Columbia College alumni. The Alumni Affairs Representative shall be involved in all CCSC directives pertaining to Columbia College alumni. (S)he shall maintain the power to form and chair a subcommittee to facilitate or enhance the services and opportunities offered by the Alumni Affairs Representative.

Inclusivity & Equity Representative

The Inclusion & Equity Representative shall be responsible for raising and examining issues students face which are related to their marginalized identities, which include, but are not limited to: race, gender, sexual orientation, class, national origin, ability, and documentation status. The Inclusion & Equity Representative will act as the primary liaison between CCSC and identity-based student groups and shall be involved in all CCSC directives pertaining to inclusion, equity, and diversity.

Sandwich Ambassador

The Sandwich Ambassador will have responsibilities including but will not be limited to: 1. Working with local eating establishments to procure deals and special rates for students. 2. Communicating the desires of the student consumers to the vendors regarding product innovation, pricing, and promotions. 3. Working to provide students with any and all relevant information on local eateries, their pricing, selection, and other useful consumer data in a convenient and accessible manner. 4. Appearing on the Sundial once a semester to give a "State of the Sandwich" speech on what s/he has accomplished and what s/he plans to accomplish in the next semester. 5. Ending the \$10 sandwich.

ELECTIONS SCHEDULE

Information Session	Wednesday	March 1	6:00pm-6:40pm	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
1. Poster Approval 2. CCSC Exec Board Spending	Monday	March 27	12:00pm NOON	ONLINE - LINK WILL BE EMAILED TO CANDIDATES
Campaigning Period Starts	Wednesday	March 29	10:00am	
Debate	Sunday	April 2	11:00am - 2:00 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. All students must attend the Debate or risk disqualification.
2. No campaigning can take place outside of the Campaign Period, and campaigning must follow all other rules outlined above.