

# GSSC Spring 2017 Elections Packet

## A message from Columbia Elections Board:

Dear Candidate,

Thank you for your interest in running for a position on the General Studies 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](mailto:electionsboard@columbia.edu).

Good luck!

— Chase Manze, and 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
- Julian LaRosa's (current GSSC president) Newsletter
- [blogs.cuit.columbia.edu/ceb](http://blogs.cuit.columbia.edu/ceb)

# Elections Rules Summary

The rules listed below are informative. For the complete rules, refer to the Elections Bylaws.

## Eligibility:

- You may run for and hold only one position.
- You must be a registered undergraduate GS student during your term of service.
- You must plan to continue studies in GS through the following academic year.
- You must submit all necessary forms to the EB accurately and before their respective deadlines.
- Any GS student who meets the criteria outlined in Article III, Section 1 of the Constitution may run for a GSSC office.
- Students wishing to run for a position must submit an Registration form by the deadline set by CEB
- In the event that no student applies for a given position, the deadline may be extended for that position only.
- Any student who wishes to run for the office of Senior Class President or Senior Class Vice President must be of senior standing, as defined by the DOS Office, for the entirety of the upcoming academic year.
- No student shall run for more than one office.
- Each position must have more than one candidate. In the absence of a second challenger, CEB will defer the race to a Special Election (see Section 7). Relevant campaigning and other deadlines will be accordingly readjusted to suit the new election date.
- All candidates must agree to attend the GSSC retreat at the beginning of the academic year for which s/he is running.

## Parties:

- Candidates for the office of Class President and Class Vice President for the same class may run together as a party. They must identify themselves as a party on their Intent to Run form, and they will be voted on together as a ticket on the voting website.
- Parties may be formed between candidates for mutual benefit; candidates do not have to join them.
- 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.

## Campaign Materials:

- Candidates may spend up to \$100 on campaign related promotional materials.
- Within 24 hours of purchasing campaign materials, candidates must present CEB with receipts of purchase. CEB will count and copy all receipts, and will be responsible for notifying candidates when their \$100 maximum is reached.
- Candidates may use an unlimited number of flyers, provided the cost of those flyers does not exceed their budget.
- Campaign materials may not be procured through donations, sponsorships, employer resources, or any other means not described in these by-laws. If a candidate has any question regarding the legitimacy of any campaign materials, he/she is responsible for checking with CEB
- CEB will make every effort to ensure fairness in campaigning means across candidates.

## Campaigning:

- All campaign activities are subject to official university regulations. If CEB determines that a

university regulation has been violated, it shall have the right to remove involved candidates from the election.

- Inappropriate or defaming language and images are prohibited in all campaign materials, subject to the discretion of CEB. If a candidate has any question regarding the appropriateness of any campaign materials, he/she is responsible for checking with CEB.
- Candidates are responsible for the campaign-related actions of those whom they encourage, request, or solicit to be a part of their campaign. Furthermore, candidates are responsible for notifying such persons of CEB guidelines and Election by-laws.
- Candidates are responsible for checking with CEB when considering campaign activities not described in these regulations.
  
- 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 only put up a maximum of 5 posters per bulletin board.
- It is strictly prohibited to demean any other candidate or to deface any of their campaign materials.
- 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.

## 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.

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

## Endorsements

- To obtain an official endorsement, a candidate or party and the endorsing organization must comply with the following regulations:
  - The party or candidate must obtain a Candidate Endorsement Form from CEB.
  - The party or candidate must present their platform at a full meeting of the student organization's executive board.
  - The endorsing organization must be provided with a copy of the rules regarding

- endorsements (Section 4F).
  - If the candidate seeking endorsement is a member of the student group's executive board, then he/she must abstain from the vote.
  - The Candidate Endorsement Form must be completed and signed by the candidate seeking endorsement and the president of the endorsing organization.
  - If the candidate seeking endorsement is the president of the student group, then the next highest-ranking officer must preside over the vote and sign the Endorsement Form.
- Candidates must submit completed Campaign Endorsement forms to CEB. Candidates may not publicize an endorsement until the form has been submitted and approved.
- Endorsing organizations may not provide financial or material support to candidates. Their members may campaign on behalf of candidates, but must comply with all elections rules. Candidates may not campaign on event flyers of their endorsing organizations.
- Candidates may not be endorsed by the GSSC, CCSC, ESC, Barnard SGA, List College Student Council, Activities Board at Columbia, Student Governing Board, Community Impact, Club Sports Governing Board, or the Inter-Greek Council.
- Candidates may not be endorsed by administrators, faculty, GSSC, or CEB members.

## Voting

- Voting will be online — candidates which receive pluralities will win.
- Results will be posted online and emailed to candidates within 24 hours after the voting period ends
- Elections may be appealed within 24 hours of the announcement of the results.

## Warning

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

- Candidates may not misrepresent themselves or other candidates with fraudulent information in any campaign activities, and may not remove or deface other candidates' campaign materials. Violations of this nature will be subject the candidate to suspension or termination of all campaigning privileges, subject to the discretion of CEB
- Paid advertising of any kind of prohibited. Violations of this nature will terminate the candidate's electronic media campaigning privileges, and/or strip the candidate of endorsement privileges in their campaign, subject to the discretion of CEB
- No candidate may contact an individual based on information obtained from a petition, sign-in sheet, club list, listserv and/or any list compiled by the GSSC. Violations of this nature will subject the candidate to suspension or termination of campaigning privileges, subject to CEB discretion
- On the day of the election, campaigning may not take place within the GS Lounge. If a member is found campaigning in the GS Lounge on Election Day, in-person voting will be suspended until the campaigning ceases and all campaign materials are removed from the GS Lounge.
- Candidates may not offer food and/or alcohol in an effort to garner votes. Violations of this nature will subject the candidate to suspension or termination of all campaign privileges, and/or strip the candidate of endorsement privileges in their campaign, subject to the discretion of CEB
- Candidates may not begin their campaign until their Intent to Run Form has been accepted by CEB. If a candidate campaigns before this happens, he/she will be docked campaigning privileges for the same number of days that he/she campaigned early.
- Candidates may not violate University policies in their campaign efforts. Violations of this nature will disqualify the candidate from elections
- Candidates who do not adhere to penalties imposed by CEB will automatically be disqualified

## **Available Positions**

President

Vice President of Policy

Vice President of Finance

Vice President of Communications

Vice President of Campus Life

Senior Class President

Senior Class Vice-President

International Students Representative

Veteran Students Representative

JTS Representative

Working Students Representative

## POSITION DESCRIPTIONS

### **President of the Council:**

- Uphold the Constitution and ensure that its mandate is faithfully executed by the GSSC.
- Serve as the primary spokesperson for the GSSC and GS student body by maintaining relationships with university administrators and other student governments significant to the experience of the GS student body.
- Set the framework for achieving goals that work towards the benefit of the general student body.
- Chair the meetings of the GSSC, voting only in the event of a tie.
- Chair the weekly meetings of the Executive Board.
- Sit on the board for funding at Columbia University, herein known as F@CU.

### **Vice President, Policy of the Council:**

- Chair and oversee the Policy Committee.
- Coordinate and implement policy initiatives related but not limited to; academic services, student services, financial aid and housing.
- Fulfill the duties and responsibilities of the Student Body President in the event the president is unable to fulfill these duties.
  - Represent the GSSC and the student body of the School of General Studies at all relevant committee meetings that are not attended by the President.
  - Chair GSSC meetings in the absence of the Student Body President, voting only in the event of a tie on such occasions.
- Have explicit knowledge of the GSSC constitution, and arbitrate questions pertaining to constitutional procedures which may arise in GSSC meetings.

### **Vice President, Communications of the Council:**

- Chair and oversee the Communications Committee.
- Oversee and facilitate communications within the GSSC, to the GS student body, and to the wider university population.
- Ensure that meeting minutes and attendance are taken at weekly GSSC meetings, and are made available to the student body
- Maintain the database of meeting attendance. If excessive absences of a member have been recorded, that member must be notified in addition to the Student Body President.
- Ensure publicity of GSSC and student events to the student body, through necessary forms of publicity, including, but not limited to sending out the ongoing GSSC weekly bulletin.

### **Vice President, Finance of the Council:**

- Chair and oversee the Finance Committee.
- Administer and monitor the budget of the GSSC, according to the provisions outlined in Article V: Budget of the GSSC.
- Maintain and make accessible detailed records of revenues, expenditures and encumbrances of the GSSC, submit a clear financial summary to the GSSC each week.
- Advise student organizations about GSSC financial procedures and allocations.
- Uphold inter-group relations with budgetary & funding issues with councils and governing boards.
- Maintain a presence on the appropriate governing boards as outlined in the bylaws, keeping the GSSC abreast of relevant issues.
- Attend the 4-council treasurers meetings.
- Sit on the board for funding at Columbia University, herein known as F@CU.

### **Vice President, Campus Life of the Council:**

- Chair and oversee the Student Events Committee.

- Assist other GSSC members in planning events.
- Oversee and coordinate GSSC sponsored events.
- Develop and present events program, and present it to GSSC by each semester's second meeting

**Senior Class President:**

- Organize, chair and oversee a Senior Class Committee, when needed.
- Provide opportunities for Senior GS students to come together for class-specific social and educational purposes.
- Encourage interaction between the senior class and current alumni.
- Uphold relations with the Senior Class Presidents from other councils.
- Coordinate the Senior Gift Fund.
- Cooperate with the DOS Office to plan and execute commencement activities and other senior-specific activities.

**Senior Class Vice President:**

- Assist the Senior Class President with her or his advocacy and programming responsibilities.
- Assume the Senior Class President's responsibilities in his or her absence.

**International Students Representative:**

- Sit on the Student Events Committee.
- Assist the Vice President of Student Events in the fulfillment of his or her duties.
- Provide opportunities for interaction between international students and non-international students
- Monitor the quality of international student's life at the university and address concerns
- Fulfill all special assignments as delegated by the Vice President of Student Events.

**Jewish Theological Seminary Students Representative:**

- Sit on the Student Events Committee.
- Assist the Vice President of Student Events in the fulfillment of his or her duties.
- Provide opportunities for interaction between JTS students and non-JTS students
- Monitor the quality of JTS students' life at the university and address concerns
- Fulfill all special assignments as delegated by the Vice President of Student Events.

**Working Students Representative:**

- Sit on the Student Events Committee.
- Assist the Vice President of Student Events in the fulfillment of his or her duties.
- Provide opportunities for interaction between working students and non-working students.
- Monitor the quality of working students' lives at the university and address concerns
- Fulfill all special assignments as delegated by the Vice President of Student Events

**Veteran Students Representative:**

- Sit on the Student Events Committee.
- Assist the Vice President of Student Events in the fulfillment of his or her duties.
- Provide opportunities for interaction between veteran students and non-veteran students
- Monitor the quality of veterans' services at the university and address concerns
- Maintain a relationship with all veterans affairs officials at Columbia University
- Fulfill all special assignments as delegated by the Vice President of Student Events

## ELECTIONS SCHEDULE

Information Session	Wednesday	March 1	8:00 - 8:30 pm	Hamilton 401
Candidate and Party Registration Due	Tuesday	March 21	11:59pm	<b>ONLINE - LINK WILL BE EMAILED TO CANDIDATES</b>
Rules Meeting	Wednesday	March 22	8:00pm-9:00pm	Mathematics 203
Poster Approval	Monday	March 27	12:00pm NOON	<b>ONLINE - LINK WILL BE EMAILED TO CANDIDATES</b>
Campaigning Period Starts	Wednesday	March 29	10am	Campus wide
Debate	Sunday	April 2	5:00 pm - 7:00 pm	Roone Cinema
Voting Starts	Monday	April 3	10:00am	<b>ONLINE - LINK WILL BE EMAILED TO CANDIDATES</b>
Polls Close & Campaigning Ends	Wednesday	April 5	5:00pm	N/A
Results Announced	Wednesday	April 5	Before Midnight	via email

### Notes:

1. GSSC 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 all other rules outlined above.
4. GSSC will not have the following for Spring 2017 Elections: Poster Stamping.