

Office of Student Affairs Club Election Guidelines

Election Periods and Schedule

1. **Fall Elections** for AVP positions should begin no sooner than one week after September Association Day and should be completed by the end of October.
2. **Winter Elections** for J-term officer and select VP roles (for example, clubs with conferences or other large-scale events in the fall) should begin no sooner than one week after January Association Day and should be completed by the end of February.
3. **Spring Elections** for executive boards should take place between the close of GBA Executive Board elections and Club Officer Training (the 2nd week of April). Exact dates each year will be announced by email from OSA at the start of the term.

All club presidents are encouraged to consider the anticipated workload and establish positions accordingly so as to ensure each position is necessary to the club's program plan.

Election Types

The Office of Student Affairs offers clubs two approved types of elections, outlined in detail below. All clubs should identify which method they will use for each election period in their constitution.

Election Type 1: General Election

- A. Requirements
 - Election announcement must be sent to all club members to solicit candidate interest
 - Elections must be held on Groups Management
 - Candidate statements must be posted on Groups Management
 - Election must be open for a minimum of 72 hrs and winners announced within 24 hrs of closing
- B. Best Practices
 - Hold a club meeting for candidates to make speeches
 - Hold cascading elections (presidential election, followed by other elections within a few days)

Election Type 2: Interview/Application

- A. Requirements
 - Election announcement must be sent to all club members to solicit candidate interest
 - Candidate statements must be posted on Groups Management
 - Decisions must be finalized with the entire executive board (2/3 quorum vote with simple majority winner)
- B. Best Practices
 - Hold a club meeting for candidates to make speeches
 - Hold cascading elections (presidential election, followed by other elections within a few days)

Club Categorization

- **Professional, cultural and affinity groups** should follow a General Membership Election for spring elections. Either option is acceptable for winter and fall elections.
- **Social, athletic, community service, and interest groups** may choose either type of election for each election period.
- **Leadership groups** (Peer Advisors, Hermes, Integrity Board, etc) should confer with the related administrative office as necessary.

Considerations

- Replacing an officer or creating a new position outside of an election period should be managed on a case-by-case basis in consultation with the director of Student Life and GBA VP of Clubs and Careers.
- In the case of a sole candidate for a position, the executive board has a responsibility to seek additional candidates from their membership.
- Any club without a J-term officer or programming should consider special J-term dues