Elections

The time will come for the leadership of every organization to change. It is a good idea to have this process planned out ahead of time so that it runs as smooth as possible.

When the time comes to find new leadership, elections are often the way to go. These elections may happen just among your group or they may be open to the entire campus.

Here are some things to think about as you develop your election process.

Open Positions

• Have position (job) descriptions posted online for interested candidates to look through
• Provide general responsibilities in an easy-to-read format
• Tell them how many positions are available
• Also provide details regarding eligibility so no one goes through the process, only to find they’re not eligible for a particular position.

Candidate Requirements

What must a candidate submit to be considered an official candidate?

• A certain number of student signatures on a candidate position?
• An application form?
• A transcript?
• A platform describing themselves, their purpose in pursuing a position and what they hope to do within that position?

List these requirements online and also have information available for distribution through Student Activities and/or Student Life offices.

Other Requirements

Determine if a candidate must:

• Attend a “Meet the Candidates Forum” to answer questions from their peers
• Attend a meeting of the organization they hope to have a position in
• Be a certain class year or have a certain number of academic credits (think about this carefully so you’re not unintentionally disqualifying transfer students)
• Have a particular GPA

Election Timeline

Determine the following:

◊ When candidate applications are due
◊ When signed petitions are due
◊ When candidate platforms are due
◊ When they must attend a meeting(s) by
◊ When elections will be advertised
◊ When elections will be held
◊ When election results will be announced
◊ When officers will officially take office

Then create a timeline that lays this out and publicize it. You may even want to use “backwards planning” (plotting dates by going backward from the final step in the process) when creating the timeline.