



Election ByLaws & Procedure

Last Updated: 9th May 2020

Prepared for The Potsdam Minor Graduate Student Association (GSA) - ECP & Executive Board
Created by The Potsdam Minor GSA Executive Board 2018/2019

Article I. Purpose

Section A

- The purpose of this document is to provide guidelines and rules by which to ensure honest elections, which are fair and just to all involved. These Bylaws shall apply to all aspects of elections sponsored by the Potsdam Minor Graduate Student Association, excluding the special jurisdictions of the Graduate Student Association-Health Sciences & Graduate Business Association.

Section B

- These Bylaws, upon ratification, are inferior only to the GSA Supreme Constitution, and the Potsdam Minor GSA Constitution.

Article II. Election Commission

Section A

- The governing body for all elections conducted by the Potsdam Minor GSA will be an Election Commission (“Commission”). The Commission will consist of two (2) non-running members of the Executive Council of Potsdam (ECP) and/or Executive Board, and one (1) GSA advisor.
- The Commission will select a Commissioner from among themselves and the remaining member will be Associate Commissioners. The advisors cannot serve as the Commissioner.
- Members of the Election Commission may not run for the Executive Board and ECP.
- If three (3) non-running members of the Executive Council of Potsdam can not be found to administer the elections, members can be appointed from the graduate student body of the Potsdam Campus by the Commission using a method approved by the Executive Board.

Section B

- The Commission exists for a given election, from the vote of appointment until certification of the results of the respective election by the Commission.

Section C

- The Commission may establish additional rules governing an election, in addition to these Election Bylaws, upon a two-thirds ($\frac{2}{3}$) joint approval vote of the ECP and Executive Board.
- Members of the Election Commission would not promote or support any candidates in any election.

Article III. Election Definitions and Timeline

Section A

The following shall define the different types of elections held by the Graduate Student Association:

- An ECP election is one in which the Graduate Student Body of Potsdam Campus is eligible to run for the ECP (e.g. run to be a Councilor of the GSA Potsdam Minor excluding members under the special jurisdictions).
- An Executive Board election held to fill current Executive Board positions.
- A By-election is an election held to fill a midterm vacancy in the Executive Board or Executive Council of Potsdam arising due to the resignation, death, or departure from the Clarkson University Potsdam Campus during the term. The person elected to fill the vacancy shall serve the remainder of the term.

Section B

The following shall define the different timelines of elections held by the Graduate Student Association:

- Annual ECP elections must be held 14 days prior to the transition to a new term in accordance with the Potsdam Minor Constitution.
- Executive Board Election(s) date will be held on a date selected by the Executive Board at least 45 days prior to the transition to a new term in accordance with the Potsdam Minor Constitution.
- ECP Elections must be held prior to the Executive Board Election.
- A By-Election can be held throughout the year only to fill vacancies that arise during a term.

Article IV. Executive Council of Potsdam (ECP) - Councilor Elections

Section A

- Executive Council of Potsdam Elections will be subject to the following procedure after the elections date has been selected:
 1. At least three (3) weeks prior, the Election Commissioner will be appointed.
 2. Between three (3) weeks and two (2) weeks prior, a call for application to the ECP will begin, and ECP Application Packets will be accepted from the Potsdam Campus Graduate Student Body. The Commissioner has the ability to extend this time frame if needed.
 3. At least two (2) weeks prior, the Election Commission shall review the applications for ECP and recommend individuals to be interviewed by the Executive Board
 - i. Candidates that do not complete the application packet will be disqualified.
 4. At least one (1) week prior, candidate interviews will take place with at least three (3) Executive Board Officers and create an interview record after each interview.
 - i. All interview records and candidate packets must be held confidential
 5. Executive Board Officers would keep the interview records of each candidate securely before deciding the final candidates and make it available to the rest of the Executive Board officers.
 6. The Executive Board Officers will then decide on up to ten (10) to contest for the position of Councilor on the ECP from the set of interviewed applicants via three-fourths ($\frac{3}{4}$) vote and submit the list of candidates to the Election Commissioner.

7. The selected Councilors will be put to an approval vote of the Potsdam general body with a minimum of ten percent participation (excluding GSA Health Sciences and Graduate Business Students). The six (6) who receive the most votes will become the Councilors for the new term.
8. The Commission will notify the candidates of the results and shall provide the failed candidates with feedback if requested.
9. If vacant positions remain after the vote or the 10 percent participation was not achieved, the remaining positions shall be filled using the By-Elections process outlined in Article VII.
10. Present members of the executive board or graduate council may not support or promote any candidates from the general body for a position in graduate council.

Section B

- Councilors must reapply if they wish to stay on the ECP for another term.

Article V. Election of Executive Board Officers

Section A

- The Executive Board Election must be held in a special off the record session of the ECP meeting.
- All members of the Executive Board and ECP will be eligible to run for the Executive Board.
- A candidate for the Executive Board Office can only run for two Executive Board Positions at a time.

Sections B

- Executive Board Elections will be subject to the following procedure after the election date has been selected:
 1. For each position on the board (President, Vice President, Treasurer, Secretary, and Parliamentarian), the candidates must make the intention to run known to the Executive Board and ECP one week prior to the date set for the election.
 2. The nomination must be seconded by anyone present in the special session.
 3. For each available position (in order of Parliamentarian, Treasurer, Secretary, Vice President, and President), the nominees must give a speech on why they would be a good fit for the specific position currently under consideration.
 4. After each nominee has spoken for a particular position, all the nominees for that position will leave the room, and then the remaining members will deliberate.
 5. The nominees will then return, and voting will commence for all the positions at once via secret ballot. Each voter will give their choice for available positions on ballots prepared by the Election Commission.
 6. Only current members of the ECP & Executive Board can vote on the secret ballot.
 7. If a candidate wins multiple positions, they select the position they most want, then a revote is held for the forfeited position(s).

8. After voting is complete, the Election Commission will certify the election results and introduce the new GSA Executive Board (elect), sworn in on the transition date.

Article VI. By-Elections

Section A - For ECP

- The election date must be selected one (1) week after a vacancy occurs.
- Said elections date cannot be more than 8 weeks after the vacancy occurs
- By-elections for the Executive Council of Potsdam Elections will be subject to the following procedure after the date has been selected:
 1. At least three (3) weeks prior, the Election Commissioner will be appointed.
 2. Between three (3) weeks and two (2) weeks prior, a call for application to the ECP will begin, and ECP Application Packets will be accepted from the Potsdam Campus Graduate Student Body. The Commissioner has the ability to extend this time frame if needed.
 - a. Eligible applicants will exclude members of the Health Science Students and MBA students.
 3. At least two (2) weeks prior, the Election Commission shall review the applications for ECP and recommend individuals to be interviewed by the Executive Board
 - a. Candidates that do not complete the application packet will be disqualified.
 4. At least one (1) week prior, candidate interviews will take place with at least three (3) Executive Board Officers and create a confidential interview record after each interview.
 5. Executive Board Officers would keep the interview records of each candidate securely before deciding the final candidates and make it available to the rest of the Executive Board officers.
 6. The Executive Board Officers will then vote on up to six (6) to become a Councilor on the ECP from the set of interviewed applicants via three-fourths ($\frac{3}{4}$) and submit the list of candidates to the Election commissioner.
 7. The selected Councilors will be put to an approval vote of the current ECP using runoff voting, one vacancy at a time.
- Run off Voting Procedure
 1. All councillors vote for their preferred candidate for the available position.
 2. If a candidate gets the support of more than 50% support of the councillors the candidate is automatically considered to have won their position, hence will the vacancy.
 3. Else the candidate with the lowest number of votes is removed and the councillors vote again.
 4. As before the candidate with more than 50% support of the councillors is considered to have won. Otherwise the candidate with the lowest number of votes is removed. This process is repeated until 1 candidate has more than 50% of the support of the councillors.
 5. Steps “1 through 4” are then repeated for the remaining vacancies until all vacancies are filled.

6. If a tie occurs at any level of voting in this process the Secretary shall cast a tie breaking vote on the behalf of the Executive Board.

Sections B - For Executive Board Officers

- Election to fill a vacancy in the Executive Board must be held no more than 2 weeks after said vacancy occurs.
- By- Elections to Executive Board Elections will be subject to the following procedure after the election date has been selected:
 1. The current Executive Board will evaluate the current councilors in the ECP by a mean they deem appropriate
 2. A special Executive Board meeting will be set to discuss the councilors that meet the criteria set prior.
 - a. At this meeting they will vote among themselves to determine which councilor will be promoted to the Executive Board.
 3. The elected councilor(s) will be informed and given a maximum of 1 week to accept or decline the promotion.
 4. If selected they accept their promotion takes effect immediately. If they decline the process will restart at state one (1) until all available vacancies on the Executive Board are filled.
- Now, if no Councilors are available to fill a vacancy in the Executive Board. The Board will decide a mechanism to fill the vacancy from the general body.

Article VII. Candidacy

Section A - ECP

- All members of the Potsdam Graduate Student Body as defined in the Potsdam Minor GSA constitution are eligible to apply for the ECP.
- Eligible applicants will exclude members of the Health Science Students and MBA students.

Section B - Executive Board

- Only members of the ECP that have served five (5) months on the ECP in regardless of the term in which they served or have served on previous executive boards are eligible to run for the Executive Board.
 - A general body member or Councilor that has served less than a term can take up a board position only if a vacancy exists and no one (1) meets the above criteria. This must be approved by the current executive board and at least one (1) advisor.
- Candidates for executive board officers must have completed a GSA approved leadership training in the past 3 years to be eligible to run.

Article VIII. Certification of Results

Section A

- Each election's results must be certified by a unanimous vote of the Election Commission. This will take place after all voting is done and position(s) filled for the respective election and if no objection to the election is made by the participants.

Section B

- If objections are made to the election a candidate for member of the Potsdam general body. The Election Commission will use the Judicial Board review process outlined in Article XI, Section 2 of the Supreme Constitution to determine if the complaint is valid and a rerun is needed.

Article IX. Election Packet (ECP Only)

Section A - ECP Elections

- The Election Packets are for the purposes of the ECP Elections.
- The Election Packets will consist of:
 - The completed ECP Election Application Form
 - The Applicant's Resume/CV
 - A minimum of one (1) professional reference letter that speaks about the applicant's ability
 - (Optional) Supporting documents that demonstrate the candidate is a good fit for the position

Article X. Amendments

Section A

1. A request for an amendment to these Bylaws must first be made in writing by any member of the Executive Board, ECP, general body or GSA Advisors, submitted to the Executive Board.
2. The amendment will then be introduced within the GSA Executive Board special session at which the requester must be present. The rationale for the amendment will be discussed, and if deemed appropriate by a two-thirds ($\frac{2}{3}$) Executive Board vote then it can move forward.
3. A formal amendment will then be written by the Executive Board and reviewed by an appropriate legal expert within the university.
4. The final form of the amendment will be approved by the Executive Board and be presented for review by the original requester (though their approval is not needed). The amendment will then be made available for all Councilors to read, four days prior to an ECP meeting.
5. The amendment will then be presented in a full meeting of the ECP for their discussion and review.

The Council must then vote to bring the amendment to a final vote or sent back to the Executive Board with a list of suggested changes by a simple majority vote of the Councilors.

- a. Sending the amendment back to the Executive Board returns the process to step 2.
6. If brought to a vote, the amendment will then be read one (1) final time. Then voting will commence in order to pass the amendment which must obtain a two-thirds ($\frac{2}{3}$) majority vote of the ECP.
7. The amendment will then be formally implemented into Bylaws by the Parliamentarian.

Section B

- If the amendment fails any of the votes required in the process described in Section A, it is formally considered rejected.

Section C

- Only one (1) section may be amended at a time.

Article XI. Ratification

Section A

- This document is ratified by a unanimous vote of the Executive Board.

Section B

- This Bylaw then takes effect after being signed by the individuals below.

Executive Board Representative

Sandip

Purnapatra

President, CUGSA

[First name]

[Last name]

[Title]

Executive Board Representative

Hosseini

Nouri Alavijeh

Vice President, CUGSA

[First name]

[Last name]

[Title]