

**STUDENT GOVERNMENT ASSEMBLY
METROPOLITAN STATE UNIVERSITY OF DENVER**

ELECTION SERVICES BYLAWS

Mission Statement

Election Services shall interpret these Bylaws to provide campaigners, Student Government Assembly, and the Metropolitan State University of Denver student body alike the maximum reasonable participation in all elections. Election Services shall remain a fair and impartial body that functions to preserve the integrity of all elections in service to the Metropolitan State University of Denver student body.

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SECTION 1: Purpose

Purpose of Election Services

1. Election Services shall have the duty of governing all elections which include the spring Student Government Assembly [hereinafter "SGA"] general elections, special elections, referenda, constitutional amendments, and/or student proposals and initiatives (Election Code).
2. Election Services shall assist Metropolitan State University of Denver student organizations with their election proceedings as time and workload of Election Services permits.

Standing

1. Election Services is empowered as a unique body operating within the Student Government Assembly. Although subject to the jurisdiction of the AVP of Engagement and Development and the Election Services Adviser, Election Services functions autonomously in the governing of elections.
2. As the sole and exclusive arbiter of student elections, the Services shall not cede any authority over such elections to any administrative body, office or person, except as required by state or federal law.

SECTION 2: Composition

Composition of Election Services

1. The Commission shall be composed of a Manager and up to two election coordinators.
2. The Manager of Election Services will report to the AVP of Engagement and Development in regards to things such as work performance and adherence to the qualifications for being a member of the SGA Team as outlined in the Member Handbook and Constitution.
3. Election Coordinators will report to the Manager of Election Services and are responsible for adhering to the qualifications of SGA Membership.

Advisor of Election Services

1. The Advisor to the Manager of Election Services will be a professional staff member within the Office of Student Activities and as advisor they have no voting powers. Their respective duties are outlined in the Advisor Job Description (Appendix B).

SECTION 3: Duties

Election Services Division Responsibilities

1. Run the SGA Elections during the spring semester
2. Assist Student Organizations with elections and constitution interpretation

Manager Responsibilities

1. Shall fulfill all responsibilities outlined above as well as the following
2. Shall assist in governing all elections, including the SGA spring general elections, special elections, referenda, constitutional amendments, or student proposals and initiatives.
3. Shall be available to perform work duties during each calendar month, and up to fifteen hours of Election Services work per week during each election cycle.
4. Shall be a point of contact and information for all candidates and the student body at large for matters pertaining to elections.
5. Shall attend and assist in Informational Meetings for campaigners. Each member of Election Services must conduct at least two Informational Meetings for candidates.
6. Shall assist in maintaining the order of all records and files.
7. As Manager of Election Services is responsible for the operational administration of Election Services and shall schedule all meetings and functions, as well as compile the appropriate materials for each meeting or function.
8. The Manager shall accept receipt of election request from any parties seeking an Election Services conducted election.
9. The Manager shall be responsible for forwarding all messages and requests to the appropriate Coordinator(s) upon receipt, as well as informing the SGA and student body at large of Election Services projects at appropriate intervals.

10. The Manager shall create and hold regular office hours to facilitate communication with all interested parties.
11. The Manager shall be responsible for coordinating marketing efforts on behalf of Election Services, or shall delegate this particular responsibility to one specific Coordinator.
12. Verify and store all records with the advisor including; completed Candidate Packets, Petition Signature forms, hearing decisions, election results, Election Services Meeting minutes, and all other unique paperwork regarding Election Services affairs.
13. The Manager shall be responsible for coordinating Election Services budget on behalf of Election Services; this duty is not to be delegated to any other member within Election Services.

Coordinator Responsibilities

1. Shall comply with all duties as defined above, as well as-
2. Shall be a point of contact and information for all candidates and the student body at large for matters pertaining to elections.
3. Shall attend and assist in Informational Meetings for campaigners. Each member of Election Services must conduct at least two Informational Meetings for candidates.
4. Keep a written copy of all topics discussed and decisions made at each meeting of Election Services, and make such record available to the general public within five business days of such meeting.

SECTION 4: Professional Expectations

Impartiality

1. The Election Service's highest charge shall be maintaining competitive, honest, and fair elections. Individual members of Election Services are responsible for conducting their duties with integrity.
2. Failure to remain impartial, especially including displays of favoritism or discrimination towards any particular campaigner, may be grounds for immediate termination.
3. Members of Election Services shall not use their hired status to seek or accept for themselves or others, any favors, gifts, benefits, rewards or gratuities which may

compromise the Member's position or impartiality and/or would not ordinarily be afforded the student body. A gratuity is defined as a free or reduced price, service, or item given to or accepted by an identified Member of Election Services with the anticipation of influencing or gaining additional presence or service from the Member.

4. No member will use their official position to secure privileges for themselves.
5. All members have a duty to participate in all member business, including actions initiated by that member or issues about which the member has first-hand information.
6. Members are individually responsible for identifying conflicts of interest, and for reporting such conflicts to Election Services Manager as identified. Members must:
 - i. Abstain from any vote on which they cannot be impartial.
 - ii. Disclose any bias before discussing Election Services business
 - iii. Resign their positions prior to submitting a Candidate Packet for any elected position

Attendance

1. All members shall attend all regular meetings and specially called meetings, unless prior notification has been made to, and accepted by, the manager.
2. All members shall punctually arrive to all meetings, unless prior notification has been made to, and accepted by, the manager.
3. Two unexcused absences are grounds for initiating the process of termination from ones position within Election Services.

Communications

1. All members of Election Services shall check their e-mail daily.
2. E-mail is the official method of communication for MSU Denver, and thus is the official form of communication for Election Services.
3. All communication shall be held to a high standard of professionalism, endeavoring to be free of spelling, technical, and grammatical mistakes, as well as an emphasis on courteous and professional language.

4. All members shall punctually arrive to all meetings, unless prior notification has been made to, and accepted by, the manager.

Disciplinary Action

1. Members may be held responsible for any violations of these bylaws.
2. The Manager shall issue written warnings for violations of professional conduct. Two written warnings will result in a performance evaluation with the member and the adviser of Election Services

SECTION 5: Hiring Procedures

Eligibility

1. All members of Election Services must meet the following eligibility requirements:
 - i. Meet all of the expectations and requirements to be a part of the SGA Team as outlined in the SGA Member Handbook and Constitution.
 - ii. Have earned at least six credit hours at Metropolitan State University of Denver [hereinafter 'MSU Denver'] at the time of application.
 - iii. Be a student of the university in good standing, as defined by the MSU Denver Student Code of Conduct.
 - iv. Remain enrolled in six or more credits during each regular Fall and Spring Semesters while in office.
 - v. Maintain a cumulative grade point average of 2.5 or higher, or show a commitment to improving the grades by maintaining a grade point average of 2.5 or higher over the past academic year.

Hiring

1. Manager of Election Services will be hired by the AVP of Engagement and Development and the Adviser of Election Services.
2. Manager of Election Services will be responsible for hiring two Election Coordinators to assist with duties in the spring elections; both of which shall be interviewed by the manager and approved through the AVP of Engagement and Development by the end of the Fall semester.

Term of Office

1. The term of office for the Manager of Election Services is from July 1st until May 31st of the following year.

2. The term of office for the Election Coordinators is January 1st until May 31st of the same year.
3. If there are election disputes an extension of service may be authorized by the AVP of Engagement and Development until the completion of such hearings.

Terms of Termination

1. After two documented warnings, the Manager and Coordinators must meet with the Adviser of Election Services to discuss job performance, pending the result of this conversation the termination process and removal from the SGA Team and Election Services Division will follow suit in accordance to the process outlined in the SGA Member Handbook

SECTION 6: Operations

Meetings

1. During an election cycle, Election Services shall hold Election Services Meetings a minimum of once per week.
2. Outside of an election cycle, Election Services shall hold Election Services Meetings, a minimum of once per month.
3. The Manager may call additional special meetings as necessary.
4. Election Services may elect to operate under Robert's Rules of Order, consensus, or any other method of order. However Election Services shall, at all times, operate under an informal structure adopting an interpretation of such method of order as to allow for maximum operational freedom for the Manager.

Student Government Assembly Election

1. The Manager of Election Services and Election Coordinators shall be responsible for knowing and adhering to the outlined policies in the Elections Code (Appendix A).
2. The Manager of Election Services will be responsible for updating, compiling and training the Election Coordinators about the *Candidate Packet Material* (located on the Y Drive and accessible to the Manager, AVP of Engagement and Development and the Advisor).

Student Organizational Services

1. The Manager of Election Services shall update Election Services *for Student Organizations* (Appendix B) document at the start of their term and follow through with the following; approval through the AVP of Engagement and Development and

their Advisor, adherence to and completion of requested services as outlined in said updated and approved document.

Records and Writings

1. The Record-Keeper, or another designee of the Manager in their absence, shall keep a typed record of all topics discussed and decisions made at each meeting of Election Services, and make such records digitally available to the general public within five business days of such a meeting. Such minutes may be posted upon drafting, but shall only be considered verified and binding on Election Services upon a simple majority vote.
2. All records including; completed Candidate Packets, Petition Signature forms, hearing decisions, election results, Election Services Meeting minutes, and all other unique paperwork regarding Election Services affairs must be retained by Election Services Advisor for a minimum of three to five years as they deem fit. (Appendix C)
3. Should Election Services choose to use paper balloting, appropriate provisions must be made to accommodate all students, including those who utilize the Access Center, extended-campus, correspondence, and/or online-only students.
4. Storage of all records, except for ballots and signed documents, shall be made electronically available where no physical limitations prohibit such form. However, physical ballots, signed documents, and all other physically retained items must be held in an area of facility readily accessible to Manager of Election Services.
5. Any and all personal information submitted to Election Services by students shall be considered released by such students to Election Services for the Election Service's applicable and appropriate use. However, in the course of such use, no private student information shall be released to any person not a member of Election Services, or its advisor, without the signed written consent of the student.

APPENDIX A: STUDENT ORGANIZATION SERVICES

Prior to meeting with the Manager of Election Services Student Organizations must do the following:

- Pull and review their Constitution and other affiliated documents that pertain to the operations of the organization and their election process
- Schedule an appointment with the Manager of Election Services via OrgSync, submit any specific questions they have prior to the meeting and indicate the level of which they think their organization needs assistance with.
- For Level III the student organization must also meet with the Advisor to the Manager of Election Services when reaching the implementation phase.

Level I: Consulting

Meeting with Manager of Elections Services

Review of Organizations Constitution & Election Process

Level II: Consulting + Strategizing

Meeting with Manager of Elections Services

Review of Organizations Constitution & Election Process

Recommendations on sustainable election practices, timeline form given to student organization

Level III: Consulting + Strategizing + Revision

Meeting with Manager of Elections Services

Review of Organizations Constitution & Election Process

Recommendations on sustainable election practices timeline form given to student organization

Set-Up of Timeline & Implementation Process for Sustainable Elections Process

APPENDIX B: ADVISOR JOB DESCRIPTION

Election Services | Advisor Role and Responsibilities

The Student Organization Specialist in the Office of Student Activities shall serve as the Advisor to the Manager of Election Services and as such shall have no voting powers. The Advisor will be entrusted with the following responsibilities under each of the three following areas of **Student Government Assembly**, **Student Organizations** and, **Record Retention**:

Student Government Assembly

- Be knowledgeable and up-to-date on the Election Codes and bylaws.
- Check and verify candidate eligibility via Banner for the Manager of Election Services
- Assist the incoming Manager of Election Services with updating Election Codes and bylaws as needed every year.
- Meet with the Manager of Election Services once a month at minimum so the Manager can ask questions and receive guidance in their role as needed.
- Assist in the development and preparation plan for the spring election cycle, including but not limited to the following:
 - Assisting in the hiring of two Election Coordinators
 - Assist in training election coordinators
 - Review and revise the marketing plan for spring elections
 - Assist with events pertaining to the SGA Spring Elections including but not limited to candidate informational sessions, debates and tabling events.
 - Assist in finalizing the SGA Spring Election results, thus reviewing, and helping settle disputes that are contested beyond the reach of the Manager of Election Services.
- Provide feedback and recommendations to the Manager of Election Services
- Assist with performance evaluations compilation that the Manager of Election Services will provide to the Election Coordinators by the end of the Manager's respective term.
- Attend bi-weekly Election Services Meetings during the spring election cycle unless more guidance is needed as brought forth by the Manager and Coordinators

Student Organizations

- Assist the Manager of Election Services in consulting student organizations in regards to elections.
- Assist and approve of the revision and update of Election Services for Student Organizations document every year.
- Ensuring the Manager of Election Services is working in conjunction with Student Activities' Student Organization Team.
- Work with the Manager of Election Services and Student Organizations that request Level III (Appendix B) assistance from the Manager of Election Services, specifically in regards to the implementation process of a sustainable election process.

Record Retention

- The advisor will also be responsible for retaining the following records for no less than three years (3) and no more than five years (5) as they deem fit:
 - Candidate Packets which include the following forms:
 - Candidate Packet Cover Sheet/Policy Agreement Form
 - Intent to Run Form
 - Attendance Agreement Form
 - Petition Signature Forms (Legislative and Executive)
 - Expense Report Forms
 - New Hire Paperwork for Election Coordinators