

Brown 2011 Campus Leadership Elections

Procedures and Timeline

Thank you for your interest in student government. This handbook is in no means comprehensive; its purpose is to summarize much of the information found in the Elections Code, which can be found at brownucs.org/elections (which candidates are encouraged to read).

In this handbook, you will find

- Positions Available
- Elections Schedule
- Procedures for
 - Requirements for Candidacy
 - Election Days and Procedures
 - Campaigning and Publicity
 - Endorsements
 - Violations and Misconduct
- Sample Personal Statement
- Official Signature Petition form

If you have any questions, please don't hesitate to contact your 2011 Elections Board. Inquiries and questions should be submitted to ELECTIONS.UCS@GMAIL.COM -- this will forward your message to members of the Election Board.

2011 Elections Board:

Anthony White, Chair: Anthony_White@brown.edu

Kimberly Wachtler, Vice-Chair: Kimberly_Wachtler@brown.edu

Ana Olson: Ana_Olson@brown.edu

Ilyas Khimani: Ilyas_Khimani@brown.edu

Diane Mokoro (ex officio): Diane_Mokoro@brown.edu

*Additional members to be added soon.

Good Luck!



POSITIONS AVAILABLE – descriptions of positions are on brownucs.org/elections.

UCS President
UCS Vice-President
UCS Chair of Academic and Administrative Affairs Cmt
UCS Chair of Admissions and Student Services Cmt
UCS Chair of Campus Life Cmt
UCS Chair of Student Activities Cmt
UCS Treasurer
Ivy Council Head Delegate

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UFB Chairperson
UFB Vice-Chairperson
UFB At-Large Representative (8)

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2012 CCB Co-President (2)
2012 CCB Secretary
2012 CCB Treasurer
2012 CCB Alumni Connections Officer
2012 CCB Public Relations Officer
2012 CCB Information Technology Officer

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2013 CCB President
2013 CCB Vice-President
2013 CCB Secretary
2013 CCB Treasurer
2013 CCB Public Relations Officer
2013 CCB Information Technology

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2014 CCB President
2014 CCB Vice-President
2014 CCB Secretary
2014 CCB Treasurer
2014 CCB Public Relations Officer
2014 CCB Information Technology

ELECTIONS SCHEDULE: **ALL DATES, TIMES & LOCATIONS WILL BE CONFIRMED AFTER BREAK.*

Sunday, March 20	6 and 9 PM, Wilson 101 & Wilson 102, respectively	Information Session: overview of positions, elections calendar, and petition gathering. MUST ATTEND ONE before you are eligible to collect signatures for petition.
Monday, March 21	9PM Robert Campus Center Memorial Room (229)	
Monday, April 4	9 PM, Wilson 102	Candidates Meeting: All petitions, candidate's statements, and pictures are due at this meeting. Elections Board will review the elections calendar, rules of campaigning and approval of campaign materials. Attendance in MANDATORY .
Tuesday, April 5 - Monday, April 11	5-7 PM Daily (12 PM on 4/5 & 4/7), JWW Lobby	Approval of Campaign Material: Elections Board Officers will conduct regular office hours to answer questions and approve campaign materials.
Thursday, April 7	8-10 PM, MacMillan 117	UCS/UFB Candidate Debate: This event will allow candidates for UCS President and Vice-President and UFB Chair and Vice-Chair to debate their platforms and campus issues.
Tuesday, April 12- Thursday April 14	12 PM-12 PM, on MyCourses	Voting Period: The polls are open and voting occurs on MyCourses.
Thursday April 14	11:59 PM, Campus Center Steps	Results: Election Results Announced

REQUIREMENTS FOR CANDIDACY:

Required Materials

- Signature Petition
 - Petitions must be clearly labeled with your name and the position you are running for. Petitions must include the appropriate number of signatures as well as the class year of the signatories.
 - All potential candidates for a UCS or UFB position (with the exception of UCS President, UCS Vice-President, UFB Chair, and UFB Vice-Chair) must complete a petition with at least 250 signatures from undergraduates.
 - All potential candidates for UCS President, UCS Vice-President, UFB Chair, or UFB Vice-Chair must complete a petition with at least 400 signatures from undergraduates.
 - All potential candidates for a CCB position must complete a petition with at least 100 signatures from undergraduates.
 - Petitions will be collected at the Candidates' Meeting on Monday, April 4th, 2011.
 - Candidates must use the petition template included in this packet and posted on the Elections website.

- Personal Statement
 - Each candidate must submit a personal statement of no more than one standard page and of no more than 350 words. The statement must have a picture included in the one page. The statement can include but is not limited to: personal goals, qualifications, experience, intended projects, and collaboration with student groups. These statements will be uploaded to MyCourses so that voters can make a well-informed decision.
 - This document should be e-mailed to ELECTIONS.UCS@gmail.com before the Candidates' Meeting on Monday, April 4th, 2011. **NO LATE STATEMENTS WILL BE ACCEPTED.**
 - An example of a personal statement is included at the end of the packet.

SIGNATURES, AND STATEMENT are due ON OR BEFORE MONDAY, APRIL 4th AT 9:00 PM. NO EXCEPTIONS

ELECTION DAYS AND PROCEDURES:

- The election will run for 48 hours from 12:00 PM on Tuesday through 12:00 PM on Thursday.
- The election will be online, through MyCourses. When the election begins, the official voting link will be e-mailed to the student body. Using their MyCourses login and password, students will be able to access the ballot. The site will include each candidate's personal statement. The ballot will include space to add write-in candidates.
- Election results will be announced on Friday, April 14th, 2010 on the steps of the Stephen Robert '62 Campus Center at 11:59 PM.

- As required by the UCS Constitution, candidates for UCS officers, UFB Chairperson and Vice-Chairperson must be elected by a majority vote with at-large balloting. In UCS and UFB elections Instant Run-off Voting (IRV) will be the elections mechanism, so in the event that no UCS or UFB (Chair and Vice-chair) candidate receives a majority vote in a particular race, an additional run-off election will not be necessary. For CCB candidates only a plurality of the vote is necessary to win. There will be no run-off elections.
- The eight (8) candidates for UFB At-Large Representative with the most votes shall be elected to member positions. In the event of a tie for the eighth position, a run-off election will be held between those candidates tying for eighth place.

CAMPAIGNING AND PUBLICITY:

Campaigning officially begins on **Monday, April 4th at 10 PM after the Candidate's Meeting** and continues until polls are closed.

ANY CANDIDATE DISPLAYING PUBLICITY BEFORE THIS DATE WILL BE DISQUALIFIED.

APPROVAL OF MATERIALS:

All materials must be approved by a member of the Elections Board. Elections Board members will approve materials at the Candidates Meeting on April 4th, and then hold daily office hours April 5-11th (5-7 PM in JWW Lobby).

Bring materials to EB. They will be STAMPED. Then you can post them.

Please note that ALL materials must be approved before polls open on April 12th at 12pm. Elections Board will host office hours on the morning of the 12th. No additional materials will be approved while polls are open (but pre-approved materials may be posted).

CAMPAIGN BUDGET BREAKDOWN:

- UCS encourages a face-to-face campaign strategy, aided by paper media. Name tags are free (no points), and we encourage you to use them in your campaign.
- Candidates will be held to a monetary limit as well as a publicity limit; the Elections Board will collect receipts and/or estimate the cost of items to limit any spending advantages one candidate may have over another.
- Each candidate is allotted 100 points and is limited to \$40. Whichever you reach first is the end of your budget (i.e. you could spend the limit without reaching your point total). You can develop your own strategy for when and what to do. Candidates are not permitted to share or transfer points or dollars.

POINT VALUES

Table Slips (one 8.5" x 11" sheet – 4 table slips) = ½ point

Posters (black writing on whatever colored paper) = ½ point

Posters (color writing on whatever colored paper) = 2 points

- Note: Cost for any posters larger or smaller than 8.5" x 11" will be estimated based on

how many standard sheets fit on it and as specified by the Elections Board

Website = 15 points

Facebook Group and Event(s) = 5 points

- Note: You must invite at least one Elections Board member and both the EB Chair and Vice-Chair to the group as well as events, so web-campaigning can be monitored

Banner = 25 points

Buttons = ½ point

T-Shirt or Hat = 5 points

Sandwich Board = 10 points

Sidewalk Chalking (6'x6') = 20 points

* All points are listed on a per item basis.

OTHER METHODS OF CAMPAIGNING will be evaluated on a case-by-case basis (based on SAO standards) and will be announced to all candidates upon EB approval. However, the above methods are most reliably accepted. For now these are the ONLY methods of campaigning.

MONETARY VALUE

Candidates must produce receipts for all of their materials. Without them, the Elections Board will assign a standardized cost to the item(s). Websites/Facebook Groups have no costs attached.

*When you have reached your point limit OR monetary limit, you may no longer publicize.

- All campaign materials must be stamped by an Elections Board member before distribution. Using materials without a stamp can lead to immediate disqualification. The Elections Board will be available to stamp materials at designated times throughout the campaign period (April 5th to April 11th).

***The Elections Board reserves the right to disqualify any candidate at any time if a campaign rule is violated.**

Posting and Publicity Regulations

The Elections Board reserves the right to disapprove and disallow any campaign material that it deems fraudulent or that it believes serves primarily to intimidate another candidate. To determine fraudulency, the Elections Board will contact the candidate who is referenced by the campaign material. That candidate will then have 24 hours in which to provide substantial, objective evidence which proves the questionable campaign material is indeed slander. If the Elections Board validates the candidate's objections, the campaign material will be disallowed, but no points or monetary value will be deducted.

Candidates are expected to abide by the Student Activities Office's policies regarding banners, posters, tableslips, flyers, chalking, and other promotional materials utilized anywhere on campus. These regulations can be found on the SAO website. Questions about the policies should be directed to the Student Activities Office.

ENDORSEMENTS:

CAT III groups may endorse candidates running for **UCS President** and **Vice-President**, and **UFB Chair** and **Vice-Chair**. To do so, a group representative **MUST** attend the UCS/UFB debate on Thursday, April 7th at 8 PM in MacMillan 117. The group representative will be required to CHECK IN with an Elections Board member and stay for the entirety of the specific portion debate corresponding with the position for which the group wishes to submit an endorsement. The group's primary contact must send that group's endorsements to the ELECTIONS.UCS@GMAIL.COM by 12PM on Saturday, April 9th. Endorsements will be posted on the UCS Elections Webpage thereafter.

VIOLATIONS/MISCONDUCT:

- Any person directly involved in the elections process may file a formal, written complaint of alleged violation of the Elections Code and/or any rules formally established by the Elections Board regarding the elections process.
- With the exception of complaints filed against the Elections Board itself, all complaints filed relating to alleged violations of this Code shall be heard by the Elections Board. Should a complaint be filed against the Elections Board, that case would then be heard by a separate ad hoc Elections Appeals Board.
- If the complainant is dissatisfied with the Elections Board, this decision may be appealed to the ad hoc Elections Appeals Board.
- Please consult the elections code on the Elections Webpage for more information.
- **To file a complaint – candidates should fill out the Violations Form – posted on the Elections Webpage**

Please see sample candidate statement below (note it includes platform and picture—all on one page)
Candidates may format their one page statement in anyway they see fit—this is merely one example.

(YOUR NAME HERE)
candidate for UCS Vice-President

As UCS Vice-President, I am committed to working on issues that provide tangible benefits to student organizations, enhance community life, and impact all Brown students. I currently serve as the UCS Appointments Chair. I will seek to:

1. Work with University to increase Brown’s financial transparency.

With tuition breaking the \$50,000 mark, Brown students deserve to know how their money is being spent. Initiatives will include an annual State of Brown address from the Brown President at the start of the Spring Semester.

2. Improve academics at Brown

Work with individual departments to place syllabi online in time for shopping period. In addition, I hope to replace pre-requisites with recommended courses to preserve the Open Curriculum.

3. Enhance Advising

Work to enhance Sophomore Advising through a second-year peer advising program.

4. Another Good Idea!

5. More Good Ideas!

BIOGRAPHY:

I am a Psychoceramics Concentrator from New York City. I have served for the past two years on UCS. My accomplishments in these roles include:

- **Accomplishment**
- **Another accomplishment**
- **Another accomplishment**

I am also involved on campus as a Meiklejohn and tour guide for the Bruin Club.





2011 UCS/UFB/CCB Elections Petition

I, _____, hereby pledge my candidacy for the
positions of _____ for the 2011-2012 academic year.

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