



Student Government Association Elections Commission Position Description

I. Commission Overview

It shall be the duty of the Election Commission to be responsible for, and in charge of, all elections sponsored in any and all branches of SGA. The Election Commissioner shall serve as chairperson of the Election Commission. He/she shall appoint at least three (3) members of the Association to serve on the Election Commission with him/her. Anyone on the Election Commission shall be temporarily removed from the Election Commission if that person is directly involved in or related to an election being held.

II. Duties and Responsibilities

- A. Announce each election to the members of the Association (or just Residence Council, if an election of the Residence Council Branch) who shall be voting on the issue for the election of at least fifteen (15) days before the election is held, including such information as to the dates of the election, polling places, times, etc.
- B. Make sure that all petitions for the elections are valid, and that all candidates running in the election are eligible to run.
- C. Make up the proper ballots for each election.
- D. Count the ballots and tally the results of each election.
- E. Announce the results of each election to the Association within twenty-four (24) hours after the polls for the election have closed.
- F. See that all rules and regulations of each election are followed (as described in this constitution and its by-laws).
- G. In the case where there are members of the Association vying for some elected position in the SGA, the Election Commission may disqualify any member running for the position that does not meet the qualification for that position.
- H. In the case of an election in which it is brought to the attention of the Election Commission that a rule(s) and/or regulation(s) of the election has been either violated or not followed, the Election Commission may correct the situation in any manner in which it deems necessary.
- I. Any and all disputes of the elections shall be handled by the Election Commission.
- J. Make recommendations to the SGA Senate as to the polling times and places for each election to be held.

III. Terms and Conditions

- A. The members of the Elections Commission volunteer to serve in these positions.
- B. Members of the Elections Commission should have a cumulative GPA of at least 2.5 and be in good standing with the University.
- C. Commission members will need to be available for all scheduled election activities and will serve on the election discrepancy hearing panel.
- D. All commission members are expected to present themselves as non-partisan in terms of SGA election candidates. This means commission members must not officially endorse candidates.