



### **Mission Statement**

The Student Elections Commission (SEC) is an independent student-led entity. The commission's purpose is to administer elections for the Boston University Student Union as well as elections for those College governments that wish to leverage the SEC as a supporting organization. The SEC accepts petitions from students wishing to run for office, maintains guidelines surrounding candidates' campaign processes, oversees candidates to ensure adherence to the Elections Code and university policy, works with the appropriate offices to maintain the online voting system, promotes and executes a fair election cycle, and publishes the results of the elections. It is the commission's continuing goal to provide the Boston University Student Body with just and fair Student Government Elections and to promote increased student participation in every aspect of the elections.

### **Composition of the Commission**

The Student Elections Commission will be composed of Boston University undergraduate students in good academic standing. Commissioners cannot be elected or appointed officials of the Student Union or College Governments, or an elected or appointed official of any subcommittee thereof. Commissioners having close personal relationships with candidates will be asked to step down for the election cycle by a majority vote of remaining commissioners.

### **Authority of the Commission**

The Student Elections Commission is granted authority by the Student Union to preside over the election of Union positions. Additionally, the commission may be granted authority by the Executive Boards of the College Governments to preside over the election of college government positions.

### **Official Roles**

#### 1) Chairperson

The Chairperson acts as the Chief Executive Officer of the commission. He enforces the Election Code and university policy, and ensures that the commissioners perform their duties well and faithfully in an impartial manner. He acts as liaison between the commissioners and the administration.

#### 2) Vice Chairperson

The Vice Chairperson assumes the duties of the Chairperson if, for any reason, the Chairperson cannot perform them. He coordinates and assists with the activities of the commissioners. The Vice Chairperson is responsible for maintaining documentation of commission activities and overseeing the commission's budget.

#### 3) Rules Commissioner



The Rules Commissioner interprets and enforces the Election Code and the Commission Internal Code, and ensures that the Union Charter and the Election Code are non-conflicting. He is responsible for overseeing the amendment processes and ensuring that no provisions in either code conflict with university policy.

4) Union Candidates' Coordinator

The Union Candidates' Coordinator is the liaison between the commission and candidates running for Student Union positions. He is responsible for disseminating important information to the candidates and ensuring that all candidates are aware of upcoming election events and deadlines. The Union Candidates' Coordinator will field candidates' questions and address concerns about the rules governing the election.

5) College Candidates' Coordinator

The College Candidates' Coordinator is the liaison between the commission and candidates running for College Government positions. He is responsible for working with the Rules Chairperson to ensure that the College Government Charters and the Election Code are non-conflicting. The College Candidates' Coordinator will field candidates' questions and address concerns about the rules governing the election.

6) Marketing Commissioner

The Marketing Commissioner is responsible for creating and implementing a marketing campaign to promote awareness of election deadlines and events.

7) Internal Communication Commissioner

The Internal Communication Commissioner will act as the liaison between SAO and similar organizations on campus to ensure that the SEC and candidates follow through all required processes concerning paperwork, marketing, filing, and deadlines. He will keep track of policies of other clubs and organizations when SEC works in partnership with them to make sure that all of their required deadlines and submission dates are met. He will then report back to the corresponding commissioner on the SEC.

**Appointment of Commissioners**

1) Chairperson

The Chairperson will be appointed by the exiting Chairperson at the close of the election cycle prior to the beginning of the next academic year. No Chairperson may serve on the commission after his term as Chairperson.

2) Vice Chairperson

The Vice Chairperson will be appointed by the exiting Chairperson at the close of the election cycle prior to the beginning of the next academic year. The Vice Chairperson will remain on the commission until he graduates, becomes Chairperson, or steps down.

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### 3) Rules Commissioner

The Rules Commissioner will be appointed by the newly-appointed Chairperson. The Student Union holds the right to challenge the appointment prior to the start of the election cycle. The Rules Commissioner will remain on the commission until he graduates, becomes Chairperson, or steps down.

### 4) Union Candidates' Coordinator

The Union Candidates' Coordinator will be appointed by the newly-appointed Chairperson. The Student Union holds the right to challenge the appointment prior to the start of the election cycle. The Union Candidates' Coordinator will remain on the commission until he graduates, becomes Chairperson, or steps down.

### 5) College Candidates' Coordinator

The College Candidates' Coordinator will be appointed by the newly-appointed Chairperson. The Student Union holds the right to challenge the appointment prior to the start of the election cycle. The College Candidates' Coordinator will remain on the commission until he graduates, becomes Chairperson, or steps down.

### 6) Marketing Commissioner

The Marketing Commissioner will be appointed by the newly-appointed Chairperson. The Student Union holds the right to challenge the appointment prior to the start of the election cycle. The Marketing Chairperson will remain on the commission until he graduates, becomes Chairperson, or steps down for various reasons.

### 7) Internal Communication Commissioner

The Marketing Commissioner will be appointed by the newly-appointed Chairperson. The Student Union holds the right to challenge the appointment prior to the start of the election cycle. The Marketing Chairperson will remain on the commission until he graduates, becomes Chairperson, or steps down for various reasons.

## **Removal of Commissioners**

1) Commissioners may be removed by a simple majority vote of the commission.

### 2) Vacancy in role of Chairperson

In the event of a vacancy in the role of Chairperson, the Vice Chairperson will assume the role of Chairperson. The new Chairperson will appoint a new Vice Chairperson from within the commission. To maintain continuity in the interpretation of the election rules, the new Chairperson may not select the Rules Commissioner to fill the vacant position. The new Chairperson will appoint a new commissioner from the student body.

### 3) Vacancy in role of Vice Chairperson

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In the event of a vacancy in the role of Vice Chairperson, the Chairperson will appoint a new Vice chairperson from within the commission. To maintain continuity in the interpretation of the election rules, the Chairperson may not select the Rules Commissioner to fill the vacant position. The new Chairperson will appoint a new commissioner from the student body.

### **4) Vacancy in role of Rules Commissioner or Internal Communication Commissioner**

In the event of a vacancy in the role of Rules Commissioner, the College Candidates' Coordinator will assume the role of Rules Commissioner. The Chairperson will appoint a new College Candidates' Coordinator, either by appointing from within the commission or from the student body.

### **5) Vacancy in role of Candidates' Coordinator or Marketing Commissioner**

In the event of a vacancy in the role of a Candidates' Coordinator or the Marketing Commissioner, the Chairperson will have the power to appoint a new commissioner, either by appointing from within the commission or from the student body.

6) In the event that there are no existing commissioners to appoint a new commission, the Director of the Student Activities Office, the Executive Director of Student Affairs, and the Dean of Students will appoint a new Chairperson.

## **Commission Meetings**

1) The commission will hold open-door meetings regularly, beginning at the start of the spring semester. The date, time, and location of these meetings will be made publicly available to the student body.

2) The commission will hold closed-door meetings as required to discuss sensitive commission topics. Such topics include but are not limited to the discussion of violations and associated penalties, and internal problems.

3) In the event that time-sensitive information requires an emergency meeting, it will be at the discretion of the commission to publicly announce this meeting.

## **Voting Procedures**

1) Each commissioner will carry one vote. In the event of a tie vote, the Chairperson will cast the deciding vote.

2) Two-thirds of commissioners must be present in order to put a matter to vote.

3) A commissioner must be present for the presentation of arguments and associated discussion in order to cast a vote on the matter in question.

## **Interview Procedures**

1) At the start of the election cycle, the commission will appoint one commissioner to handle public affairs. These duties will include all communication with free media.

2) All requests for interviews of commissioners must be made in writing.

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3) No telephone interviews will be granted. All interviews will be conducted via email communication or in person by appointment.

### **Funding**

#### 1) Donation of Funds

a) The commission may accept donations of funds from the Student Union and College Governments, in order to properly oversee their elections. The donation of such funds will not be accepted if they are given with the intention of eliciting preference toward any candidate or group.

b) The commission may accept donations of funds from groups whose purpose is to impartially fund student organizations, such as the Student Activities Office and Allocations Board.

c) The commission may accept donations of funds from any university department or office.

d) The commission may not accept donations from groups with vested interest in the election. This includes but is not limited to groups to which candidates belong.

e) The commission may accept or decline any further funds at their discretion.

2) Commission funds will be used exclusively for activities related to publicizing the election or planning events for the candidates.

3) The commission will create a tentative budget and make it publicly available before the expenditure of any funds. Changes to the budget may be made at any time without prior notification, and the updated budget will be posted in a timely manner.

### **Amendment Process**

1) Requests for amendment to this code must be made in writing and submitted to a member of the commission. This request must be made one month prior to date of the first information session of the election cycle, or after the close of the current election cycle.

2) The commission will hold an open-door meeting to discuss the proposed amendment. 3) The commission will hold a closed-door vote to either accept or deny the amendment.

a) If approved, the amendment will take effect immediately, and an updated copy of the code will be made publicly available in a timely manner.

b) If denied, the individual proposing the amendment will have the opportunity to revise the proposed amendment and re-submit to the commission.