

## Procedural Guide for Class or Student Organization Elections

To assist with the election process, the Office of Student Affairs and Assessment has developed a procedural guide for holding student elections. Please contact the Office of Student Affairs and Assessment with questions regarding this document. Student Organizations may appoint officers that are not University recognized positions (President, Vice President, Treasurer, Secretary, Sergeant-At-Arms, Ombudsman, and Chaplain) as long as the position(s) are recognized by the national/parent organization. Please note, this procedural document does not supersede election procedures that are written into the By-Laws of the national governing body.

### Procedures

1. Students wishing to run for office must submit either a “Request to Run for Class or Student Organization Officer” or “Petition to Run for Class or Student Organization Officer” form to the Faculty Class Liaison or Student Organization Faculty Advisor before 5:00 pm on the **third Friday in March**.
2. The Faculty Class Liaison or Student Organization Faculty Advisor will verify and submit the completed forms as well as a list/slate of candidates for each office to the Office of Student Affairs and Assessment for final approval by the **fourth Wednesday in March**
3. The Office of Student Affairs and Assessment will provide the list of approved candidates to the Faculty Class Liaison or Student Organization Faculty Advisor by the **fourth Monday in March**.
4. The Faculty Class Liaison or Student Organization Faculty Advisor will inform the class or organization of the list of candidates (Faculty Class Liaisons should not share the list of candidates until they have been approved by the Office of Student Affairs). Candidates may begin campaigning for office **the first Monday in April**. During this week, students must convince their peers that they are indeed the best candidate for the job! However, disrespect to the other candidates will NOT be tolerated. The student must focus on his/her individual qualities and uncover how they will represent the class or organization with excellence.
5. The campaign week officially ends at the conclusion of voting on the **second Friday in April**.
6. P1 class elections will be held during the **second week of class**. The entering GPA will be used for P1 students.
7. The list of officers along with their position, HU Email, and cell phone number must be provided to the Office of Student Affairs and Assessment by the Faculty Class Liaison/Student Organization Faculty Advisor or the elected Organization Secretary by the **third Wednesday of April**.

#### *e.g. Officer List*

<b>Officer Position</b>	<b>Student Name</b>	<b>HU Email</b>	<b>Cell Phone Number</b>
President			
Vice President			
Treasurer			
Secretary			
Sergeant-At-Arms			
Ombudsman			
Chaplain			