

Spring elections for student organizations are approaching fast! Below are guidelines and resources on how to host your elections virtually this semester.

Guidelines:

1. Record the process your organization will be using, and post the process on your myUMBC. It is important to make sure this document is accessible to all your members and the public. You should also be holding on to that documentation after your elections are completed.
  - a. The process should be detailed and include:
    - i. How to nominate someone for a position, and the deadline for nominations
    - ii. How and when speeches will be given or sent out. This could include:
      1. A questionnaire for candidates to fill out, which is later posted for members on myUMBC, Box, or Drive.
        - a. What questions would you want the officers to answer? Create a list of questions for each position to be answered.
        - b. Consider adding a section for the candidate to write their speech as well if they have additional points to share with your members
      2. Recorded video speeches sent to members or posted to myUMBC, Box, Drive, or YouTube
      3. A live Webex or Google Hangout meeting that is recorded and sent out to members or posted to myUMBC, Box, Drive, or YouTube
    - iii. How and when elections will take place
      1. Elections should be open for an extended period of time to ensure all members have the chance and time to vote
      2. When sending out your voting method, ensure that only members have access to the voting, and they can only vote once.
    - iv. How and when results will be posted or sent out to members
2. It is extremely important that your election information is accessible to everyone in your organization. Not everyone may have access to a webcam or reliable internet.
  - a. This can mean creating content for multiple platforms to be accessed by members at different times.
3. Continue to follow the election guidelines in your organization's constitution around dates, timelines, and general process.
  - a. Constitutions can be found in the Google folder shared by Campus Life with the executive board. If you cannot find this folder in your drive, please email Courtney Campbell at [cocamp@umbc.edu](mailto:cocamp@umbc.edu) or Tori Heasley at [theasley@umbc.edu](mailto:theasley@umbc.edu)
4. Although some speeches and processes may be done live via video call, it is important to record those speeches and send them out for all members to view. Anything done live should be recorded and posted for members who were unable to access them.
5. Voting should be set up in a secure manner that ensures members are the only individuals voting, and that they are only voting once.



Please use this worksheet with the guidelines to plan your virtual elections for Spring 2020. This worksheet can be sent out to your members, or posted on your myUMBC page for members to reference.

1. Nominations for e-board will happen between (date range for nominations)

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2. Nominations for e-board will be collected by (Google form, email, etc)

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3. Candidates will give their speeches/response to a questionnaire by (this could be a google form with questions that is posted for all members, a recorded video call or recorded meeting):

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- a. What questions would you like each position to answer? Think of a minimum of 2-3 questions for each position to answer for their speeches or questionnaire

President:

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Vice President:

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Treasurer:

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Additional officers:

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4. Candidates speeches/answers to questions will be posted by (date)

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5. Candidates speeches/answers to questions will be posted on (please input a platform such as Google Forms, Zoom, myUMBC, Google Hangouts etc)

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6. Elections will be taking place on (date)

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7. Elections will be made available via (please input a platform such as Google Forms, Zoom, myUMBC, Google Hangouts etc)

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8. Elections results will be made available by (date) and via (Email, posted on myUMBC, etc)

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9. The election process will be sent out to all members by (date) and made available via (please input a platform such as Google Forms, Zoom, myUMBC, Google Hangouts etc)

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Use these calendars to input your schedule so you can have a visual reminder!  
Also, think about adding reminders to your google calendar or other calendaring app.

### APRIL

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



MAY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	