The Election Process

1. Familiarize yourself with your student organization’s constitution, paying particular attention to how leadership is chosen.
   a. Is there a nomination or application process?
   b. Does your organization vote or have a selection process?
   c. Who is eligible to run? Are there specified minimum requirements?
   d. Who is eligible to vote?

2. Establish a time of the year when elections will consistently be held.
   a. Be sure to leave at least a few weeks for incoming officers to be trained with access to outgoing officers.
   b. Recommendation: 4 weeks before the end of the school year

3. Publicize leadership positions and responsibilities early and often.
   a. Reach out directly to members who have been especially active
   b. Use all modes of media to communicate: Facebook, Twitter, Email, Instagram

4. Ask that interested members reflect on their strengths to write biographies and statements of candidacy.
   a. Advertise these for at least a week before elections so that voters can make an educated, well-informed decision.
   b. Consider asking that candidates to make a brief speech at the elections meeting.

5. Frequently promote the date, time, and location of the election meeting to encourage active voter turnout.

6. After the elections are held, schedule meetings between outgoing and incoming officers to prepare for the upcoming year.
   a. Use RSO Transition resources available on SAGA’s website.
   b. Ask CAN officers for assistance in planning and training.