

# 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.