

### **2012-2013 CUSA ELECTIONS INFORMATION**

I have read and will adhere to all parts of the CUSA Constitution and this Information Packet and I understand that the CUSA Election By-Laws are available for my information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Candidate for: \_\_\_\_\_

OFFICES: CUSA Freshmen Senators, Class Officers  
and Clarkson School Representative  
(You can run for Class Officer and positions on the CUSA at same time).

Candidates are responsible for reading and understanding all information contained in this packet. The information in this packet supersedes all election information previously published by the CUSA. If you have any questions regarding elections, nominating procedures, campaigning, etc., contact the Senate office at (315)268-6426 between 9:00am and 4:30pm Monday through Friday. Additional information, including the CUSA Election By-Laws, and additional copies of this packet can be found on the CUSA website:

[http://cusa.clarkson.edu/pages/orther\\_resources.php](http://cusa.clarkson.edu/pages/orther_resources.php).

**Elections Timetable**  
**Fall 2012**  
**Freshmen Senator & Class Officer Elections**

**Thursday, September 13<sup>th</sup>**  
**4:00pm**

Platforms & Picture due to the Administrative Assistant

Please e-mail these materials to [contos@clarkson.edu](mailto:contos@clarkson.edu)

*Platforms:* A 400 words-or-less platform will be published in The Integrator along with your picture. A 100 word-or-less platform will be published on the CUSA website

*Picture:* A picture of each candidate will be posted on the CUSA website and in The Integrator.

**Friday, September 14<sup>th</sup>**  
**4:00pm**

Nomination Petitions & Nomination Form Due to Administrative Assistant

Please collect signatures and student numbers from students in your graduating class (pg.7 of this packet).

**Tuesday, September 18<sup>th</sup>**  
**All Day**

Elections Online on PeopleSoft

**Wednesday, September 19<sup>th</sup>**  
**All Day**  
**3:00pm**

Elections Online on PeopleSoft

Expense Report due to Administrative Assistant

Please fill out and hand in the campaign Expense Report with the appropriate receipts (pg.7 of this packet).

**Friday, September 21<sup>st</sup>**  
**3:00pm**

Election Materials Removed from Campus

Please remove all campaign materials from campus within 24 hours of the close of the polls.

## **CUSA ELECTIONS INFORMATION**

### **READ THOROUGHLY**

**Nominations:** The nominating procedure is specified in Article V, Section 1 - 6 of the CUSA Constitution (pg.5 of this packet) and the CUSA Election By-Laws (available in the Senate Office or online at [http://cusa.clarkson.edu/pages/cusa\\_other\\_resources.php](http://cusa.clarkson.edu/pages/cusa_other_resources.php)). Students may nominate as many candidates as they choose by signing the Nomination Petition. All Nominating Petitions must be returned to the Senate Office. Upon returning petitions, candidates must signify that they have read and will adhere to all parts of the CUSA Election By-Laws, the CUSA Constitution and this publication by signing the declaration on the front of this packet. A candidate's failure to comply with any and all regulations will result in his or her disqualification.

**Expenses:** Allowable campaign expenses for CUSA Executive Board candidates is \$15 and for Senator and Class Officer candidates is \$10. These expenses will be paid by the candidate. If you wish to be reimbursed for your expenses, you must turn in an Expense Report (pg.7 of this packet) to the Senate Office as indicated on the Elections Timetable. The Expense Report must include all receipts as well as the value of any donations, services and privileges granted to a candidate's campaign. The CUSA Senate will reimburse all non-disqualified candidates after the Senate accepts final results of the election.

### **Campaign Resources**

**CUSA Website:** We also need a platform of 100 words or less and a picture for the online site ([http://cusa.clarkson.edu/pages/other\\_resources.php](http://cusa.clarkson.edu/pages/other_resources.php)) for voters to review. Platforms & pictures must be sent to [contos@clarkson.edu](mailto:contos@clarkson.edu) as indicated on the Elections Timetable.

**Integrator:** The Integrator will publish a photo of each candidate along with a platform. The platform cannot exceed 400 words and is due with your Nomination Form as indicated in the Elections Timetable. This will be forwarded to the Integrator. Campaign advertisements may also be placed by contacting The Integrator at [integrat@clarkson.edu](mailto:integrat@clarkson.edu).

**Printed Matter:** Photocopies can be made in the Senate Office. All campaign material must be labeled. No materials can be posted in classrooms or on painted surfaces or windows. All materials must be removed promptly as indicated on the Elections Timetable.

**COMMON REASONS FOR DISQUALIFICATION**  
**Do Not Let Them Happen to You!**

**1) Not Adhereing to the Elections Timetable**

Meeting the deadlines on pg.2 of this packet is extremely important! Please be sure that you return the Platform, Picture, Nomination Form, Nomination Petition and Expense Report on time.

**2) NOT READING THE REVISED BY-LAWS AND THIS INFORMATION PACKET**

You are responsible for everything in the CUSA Election By-Laws so be sure to read them. Additional copies can be obtained in the Senate Office or the CUSA website at:

[http://cusa.clarkson.edu/pages/cusa\\_other\\_resources.php](http://cusa.clarkson.edu/pages/cusa_other_resources.php).

**3) Actions of Campaign Workers**

You are responsible for your campaign workers and their actions.

**4) Illegal Placement of Campaign Materials**

No campaign materials should be placed in classrooms, on painted or on windows.

**5) Misuse of Campaign Materials**

Be sure to keep record of all campaign materials

Remove materials from the campus within 24 hours after polls close

Return all materials to the Senate Office.

**6) Budget Overspending**

The CUSA Executive Board candidates should spend no more than \$15 and Senator and Class Officer candidates should spend no more than \$10 on their campaign. Any money spent on your campaign must be documented on the Expense Report (pg.7 of this packet) and returned to the Senate Office as specified on the Elections Timetable.

**MEMBERSHIP of THE SENATE**  
**FROM ARTICLE V of THE CUSA CONSTITUTION**

Section 1 - The student members of the CUSA Senate shall be composed of the six (6) Executive Board officers and the twenty-five (25) Senators, six (6) representing each class and one (1) Clarkson School Representative, and one (1) non-voting graduate representatives. These thirty-two (32) people shall sit as members of the CUSA Senate until the close of that term of office and the election of new Executive Board officers, Senators and representatives. No CUSA Senate member shall be removed from office because of a change in class standing.

Section 2 - All elections shall be decided in favor of the candidate(s) who receive(s) the greatest number of votes cast, except that CUSA Executive Board Officers and Class Officers shall have received not less than forty (40) per cent of the votes cast for that office. Should this requirement not be met, a run-off election between the candidates receiving the first and second largest number of votes shall be held. A run-off election shall also be held in the event of a tie for a CUSA Executive Board office or for the fourth elected senator of a class. All run-off elections will be held on the same days of the week in the following week after the announcement of the election results.

Section 3 - Power of disqualification for violations of election procedures shall lie entirely with the CUSA Senate upon recommendation of the Election Committee.

Section 4 - Any petition of protest must be received by the Elections Committee by the immediate Friday at 4:00 p.m. after the polls close.

Section 5 - All other election procedures shall be outlined in the Election By-Laws.

Section 6 - Should any Senator resign, become ineligible to serve by reason of death, incapacitation, or removal from office, the office shall become vacant. Vacancies in Senator positions shall be filled from the class which was represented by the individual in that seat according to Section 18 of the Elections By-Laws. If there is only three (3) meetings or less of the CUSA Senate remaining in the current term of office, the vacant position shall remain vacant until the start of the subsequent term of office.

## **EXPENSE REPORT**

**Directions:** Complete Part A or B and sign the statement which follows. Submit this form to the Senate Office by the date specified by the Elections Timetable.

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\_\_\_\_\_ **PART A: I have incurred the following expenses in my campaign for the office of:**

\_\_\_\_\_ Executive Board (Not to exceed \$15)

\_\_\_\_\_ Class Officers (Not to exceed \$10)

\_\_\_\_\_ Class Senator (Not to exceed \$10)

The following is an itemization of my expenses; pertinent receipts are attached to this form:

Description:

Amount:

TOTAL: \_\_\_\_\_

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\_\_\_\_\_ **PART B: I have incurred no expenses during my campaign.**

TOTAL: \$0.00

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I have read all expense regulations and fully understand that falsifying this Expense Report will result in my disqualification. To the best of my knowledge, the above report is accurate and complete.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **NOMINATION PETITION**

**CUSA Senate:** fill all or fifty of the spaces on this petition.

We the undersigned nominate \_\_\_\_\_

For the office of \_\_\_\_\_

<u>NAME:</u>	<u>STUDENT #:</u>	<u>NAME:</u>	<u>STUDENT #:</u>
1. _____		26. _____	
2. _____		27. _____	
3. _____		28. _____	
4. _____		29. _____	
5. _____		30. _____	
6. _____		31. _____	
7. _____		32. _____	
8. _____		33. _____	
9. _____		34. _____	
10. _____		35. _____	
11. _____		36. _____	
12. _____		37. _____	
13. _____		38. _____	
14. _____		39. _____	
15. _____		40. _____	
16. _____		41. _____	
17. _____		42. _____	
18. _____		43. _____	
19. _____		44. _____	
20. _____		45. _____	
21. _____		46. _____	
22. _____		47. _____	
23. _____		48. _____	
24. _____		49. _____	
25. _____		50. _____	

Please print name as you wish it to appear on PeopleSoft:

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Class: \_\_\_\_\_

Email : \_\_\_\_\_