

# Student Organization Elections

## Election and Selection Procedures for Student Organizations

Student organizations should outline their election procedures in their constitutions. Constitutions should be uploaded yearly to Presence/Marquee as part of the annual renewal process.

### Renewing your student organization

<https://www.marquette.edu/alumni-memorial-union/student-organizations/renewal.php>

Student organizations renew their status each spring following spring break. Renewal consists of updating your organization roster, meeting times/location, and constitution.

Students who are listed on the organization roster as president and vice president will receive the email regarding renewal. **NOTE: keeping your rosters up to date and making sure someone is listed in those two roles will ensure you receive this information and other relevant news when it's sent out.**

See the “End of Term Checklist” for videos of how to use Presence to manage your roster and other organization functions: <https://www.marquette.edu/alumni-memorial-union/student-organizations/training.php>

## Student organization policies and officer requirements

To be eligible to hold an officer role, students must be full time undergraduate students AND must be in good standing with the university (not on academic or disciplinary probation).

Officers (and members) should familiarize themselves with the Student Organization Policies: <https://www.marquette.edu/alumni-memorial-union/student-organizations/policies.php>

With regard to holding office, see specifically:

### Eligibility for Organization Membership

<https://www.marquette.edu/alumni-memorial-union/student-organizations/policies-organizations.php#eligibility>

### Requirements for Officers

<https://www.marquette.edu/alumni-memorial-union/student-organizations/policies-organizations.php#officers>

## Things to Consider with regard to Elections

- Election/selection should be scheduled at a time of year that will allow for an adequate transition period for the new officers. **We recommend holding elections before the renewal process in March so that sitting officers can transition and the outgoing officers can complete the renewal, updating the roster to reflect the new officers.**
- Notification about election/selection and information about procedures should be announced to members far in advance (4-6 weeks is recommended).
- Ensure the election/selection is well publicized and that members are informed about each position's responsibilities.
- Establish an impartial election/selection committee or chairperson to oversee the election/selection process (ex: the outgoing President, elections committee chair, etc.).
- Clarify who is eligible to run for an officer position.

# Student Organization Elections

## Election Procedures and Timelines

- **Elections should begin with an application or nomination period**
  - If an organization chooses to use an application process, there should be an adequate and well-advertised application period
    - 2-3 weeks is recommended application period
    - Consider who is responsible for creating the application and publishing it to members
  - If an organization chooses to use a nomination process, nominations can occur during a pre-determined meeting, or during an extended period of time leading up to election.
    - Nominations can be made verbally during a meeting, or members can use virtual/paper forms to nominate candidates anonymously
    - Members can nominate themselves along with other members
    - Procedures should specify whether a nominee needs to accept/reject their nomination
- **Your constitution should specify how elections will occur:**
  - Will you hold elections during a meeting?
  - Will you hold them online for a specific period?
    - For example, MUSG elects their president and Exec VP in spring and has a set day/time for elections. That date is set by the Elections Committee in consultation with MUSG's Executive Board. Eligible voters receive email links to vote.
  - Who is allowed to vote? Only active members, and what does active mean? Constitution should spell this out.
  - If the nomination period ended prior to the election meeting, pre-made ballots should be prepared with the names of each candidate under each position.
    - Ballots can be virtual (google form, Qualtrics, Presence, etc.) or on paper.
    - It is recommended that organizations have some mechanism for conducting a run-off election (e.g. blank paper ballots) if a run-off election is specified as part of the process in the event of a tie.
  - Candidates should be given a chance to speak with voting members before elections occur.
    - Candidate speeches can occur during the voting meeting or prior to the meeting.
    - Candidates should be given a set amount of time to speak (2-6 minutes is recommended).
  - Procedures should specify whether candidates are allowed to vote, and whether candidates are allowed to stay in the room while voting occurs.
- **Voting procedures:**
  - Procedures should clarify the number of votes a candidate needs to win an election.
    - Majority of votes cast, 2/3 of votes cast, etc.
  - Procedures should clarify what happens in the case of a tie, or in the case that no candidate achieves the number of votes necessary to win.
    - An immediate run-off election between the two highest voted candidates is recommended.

## Conducting and Election Using Involve

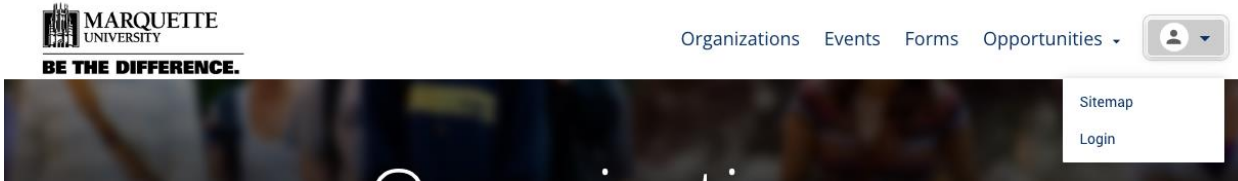
Conducting an election using Involve is as easy as creating a form in the platform. The benefit of using Presence is that you can limit access to just organization members as well as limit the number of responses a member can make to the form (i.e. the number of votes they can cast).

If you want your election to only be open to members of your organization, keep your roster up to date on Involve. (Find this on the [MARQUEE 101](#) video at the 27:10 mark.)

# Student Organization Elections

Whoever has organization admin access to your org can create a form. If the officer who you have designated to manage your org's elections does not have this ability, email [engaged@marquette.edu](mailto:engaged@marquette.edu) and the Student Engagement Staff will give that person access. We will likely not be able to respond immediately, so **do this well in advance of your election!**

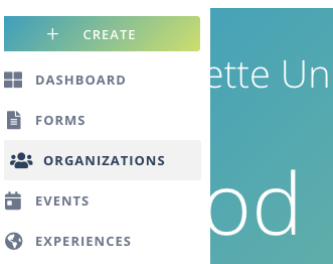
1. Log into Presence: <https://marquette.presence.io/> using your Marquette username and password.



2. Then go to your admin dashboard.



3. Choose organizations from the left menu. You will only see the orgs to which you have administrative access.

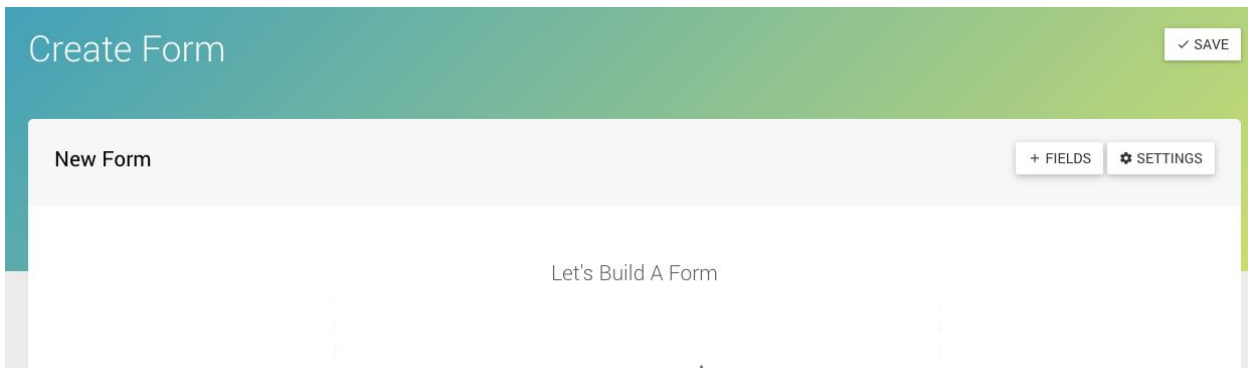
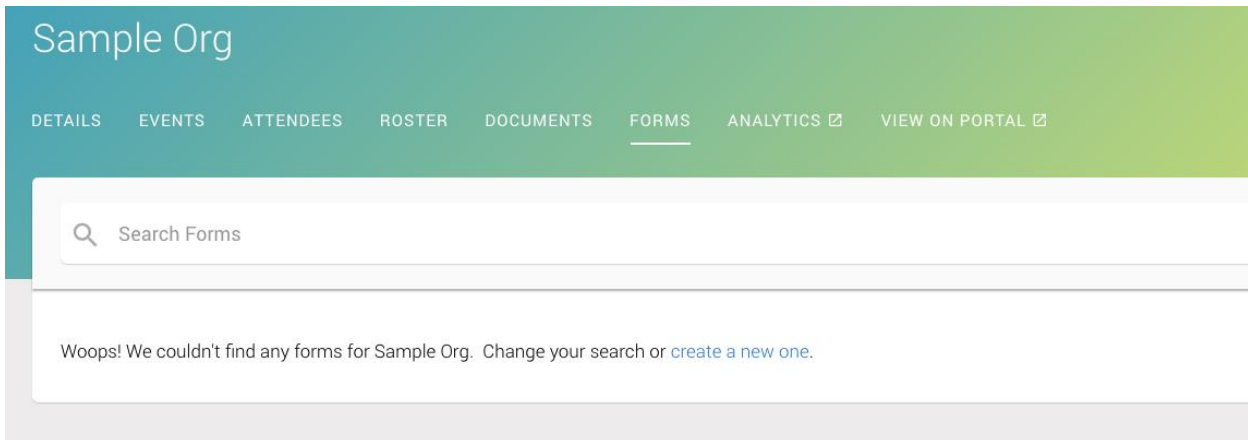


4. Choose the appropriate organization.

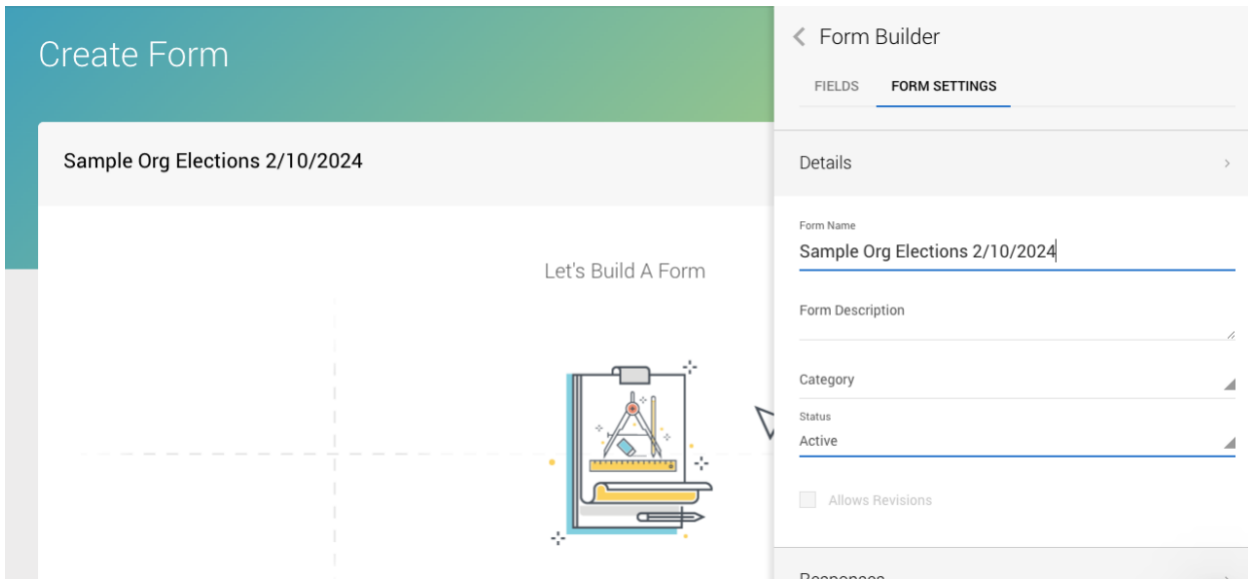
Title	Category	Meeting Time	Meeting Location	Members	Status	⚙️
<a href="#">Sample Org</a>	Special Interest	Fridays, 4pm	AMU 407	3	Active	⋮

# Student Organization Elections

- Then click on **forms** and “Create a new one.”



- Click Settings and title your form appropriately. We suggest using a date in the title so it is easy to identify the form.



# Student Organization Elections

7. In settings, select “Visibility” and “Require Login.” Requiring login ensures only those on your roster can vote. **NOTE: You do have to make sure your roster is up to date and includes eligible voters. See “Organization Roster” on page 11 of this document.**

Form Builder

FIELDS FORM SETTINGS

Details >

Responses >

Visibility >

Login

Require Login

Anonymous

8. Choose Availability and “Limit Responses.” Use 1 and 1.

Availability >

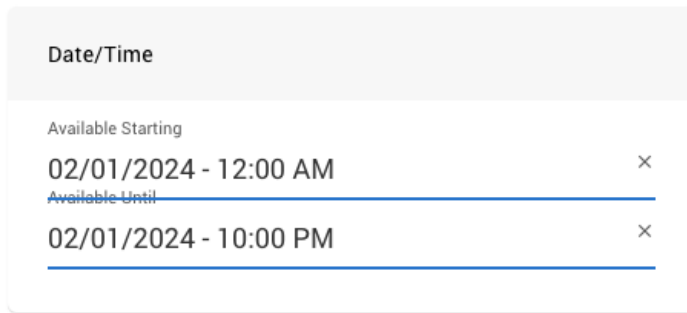
Limit Responses

Per User  
1

Per Form  
1

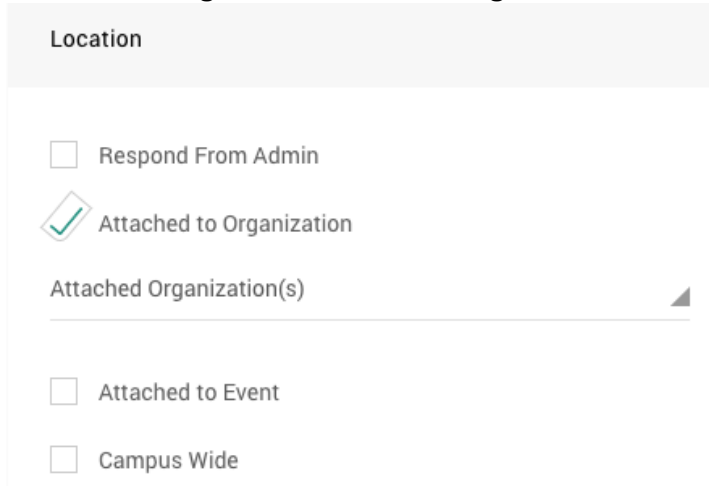
# Student Organization Elections

9. Then set the time and date for the form to be open.



The screenshot shows a configuration window titled "Date/Time". It contains two input fields. The first is labeled "Available Starting" and has the value "02/01/2024 - 12:00 AM" with a small "x" icon to its right. The second is labeled "Available Until" and has the value "02/01/2024 - 10:00 PM" with a small "x" icon to its right. Both fields are underlined with a blue line.

10. If you want the form to only be visible/available to your organization members, choose "Attached to Organization" under the "Visibility" tab. **Again, you do have to make sure your roster is up to date and includes eligible voters. See "Organization Roster" on page 11 of this document.**



The screenshot shows a configuration window titled "Location". It contains four radio button options. The first is "Respond From Admin" with an unchecked checkbox. The second is "Attached to Organization" with a checked checkbox and a green checkmark icon. The third is "Attached to Event" with an unchecked checkbox. The fourth is "Campus Wide" with an unchecked checkbox. Below the "Attached to Organization" option is a dropdown menu labeled "Attached Organization(s)" with a downward-pointing triangle icon.

# Student Organization Elections

11. Whoever creates the form is the owner. You can also control who has access to your elections form by these options:

- User—individuals (enter their name)
- Member type (officer role)
- Role (Organization administrator). Those who have admin access to your organization (at the time of renewal, the default is president and VP get admin access).

## < Access

Control who can access and edit this form and its responses.

Who: Member Type ▲ of Sample Org ▲ can Edit & Share ▲ ADD RIGHT

Officers: Advisor ▲

### Owner

The best access known to anyone.

Jen Reid is the Owner ▲ X

## < Access

Control who can access and edit this form and its responses.

Who: Role ▲ Roles ▲

- Campus Administrator
- Campus View
- Category Administrator
- Organization Administrator**

### Owner

The best access known to anyone.

Jen Reid is the Owner ▲ X

### Edit & Share

Allows users to edit the form fields, settings, view responses, and give access to others.

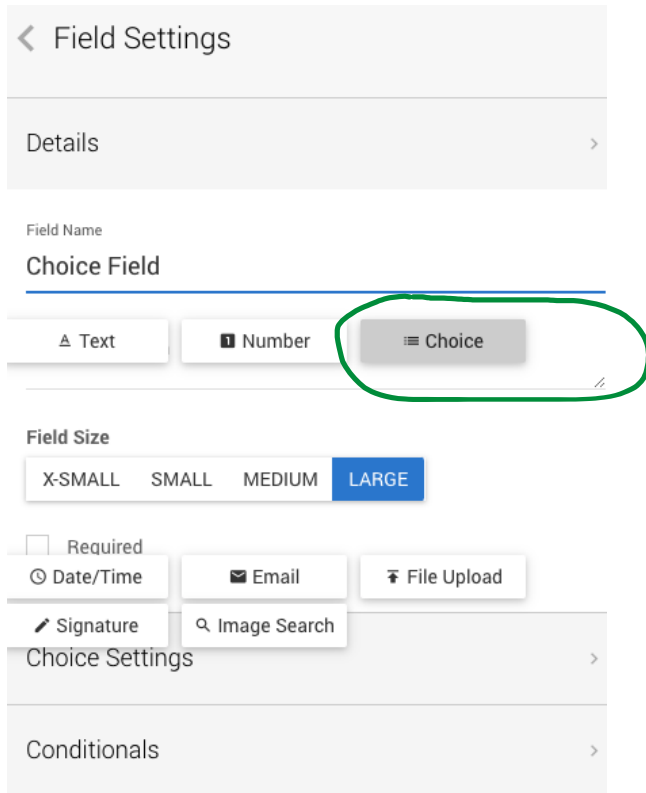
Advisor of Sample Org can Edit & Share ▲ X

# Student Organization Elections

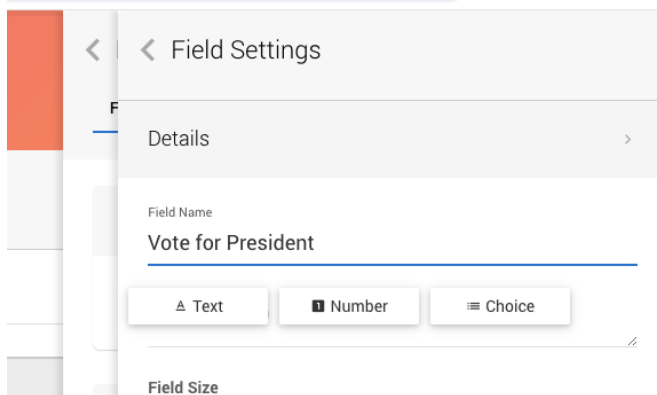
12. Save your work (and do so often throughout the build). Save is way at the top!



13. Now go to build your form. Click “Fields”. Then add your field of choice. The most logical is “choice.” Drag that field onto your form.



14. Name your field, for example “vote for president.”





# Student Organization Elections

15. You can choose how large the field will be on the form (meaning how much space the question takes up on the screen). You can also choose how you want your choices to appear (as drop down, list, check boxes—We like checkboxes!). You also need to enter your candidate’s names as choices. NOTE: We don’t recommend making the field required because you want to give voters the option to not vote on that ballot if they so choose. If you have some reason for requiring a response, you should include an option that says “I do not wish to cast a vote in this race.”

Not recommended

The screenshot shows the 'Update Form' interface for 'Sample Org Elections 2/10/2024'. The main question is 'Vote for President'. The 'Field Size' is set to 'LARGE'. The 'Display As' is set to 'Checkbox'. The 'Options' list includes 'Candidate 1', 'Candidate 2', 'Candidate 3', and 'I do not wish to cast a vote in this race.'. A 'Required' checkbox is present but unchecked. A 'Not recommended' box points to the 'Required' checkbox. A green box highlights the 'Field Settings' header and the 'Required' checkbox. Another green box highlights the 'Checkbox' option under 'Display As'.

Continue to add choice fields for each candidate. (Repeat steps 13-15.) And save your form often!

16. Share the link out with eligible voters.

**SHARE**    OPTIONS

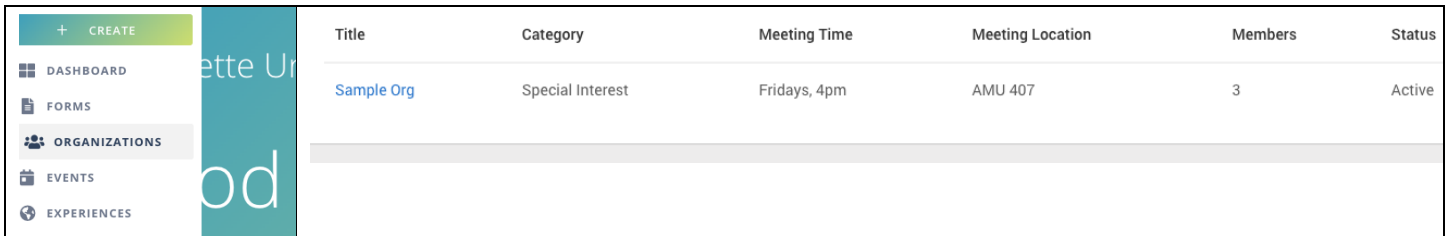
Portal Link

<https://marquette.presence.io/form>

# Student Organization Elections

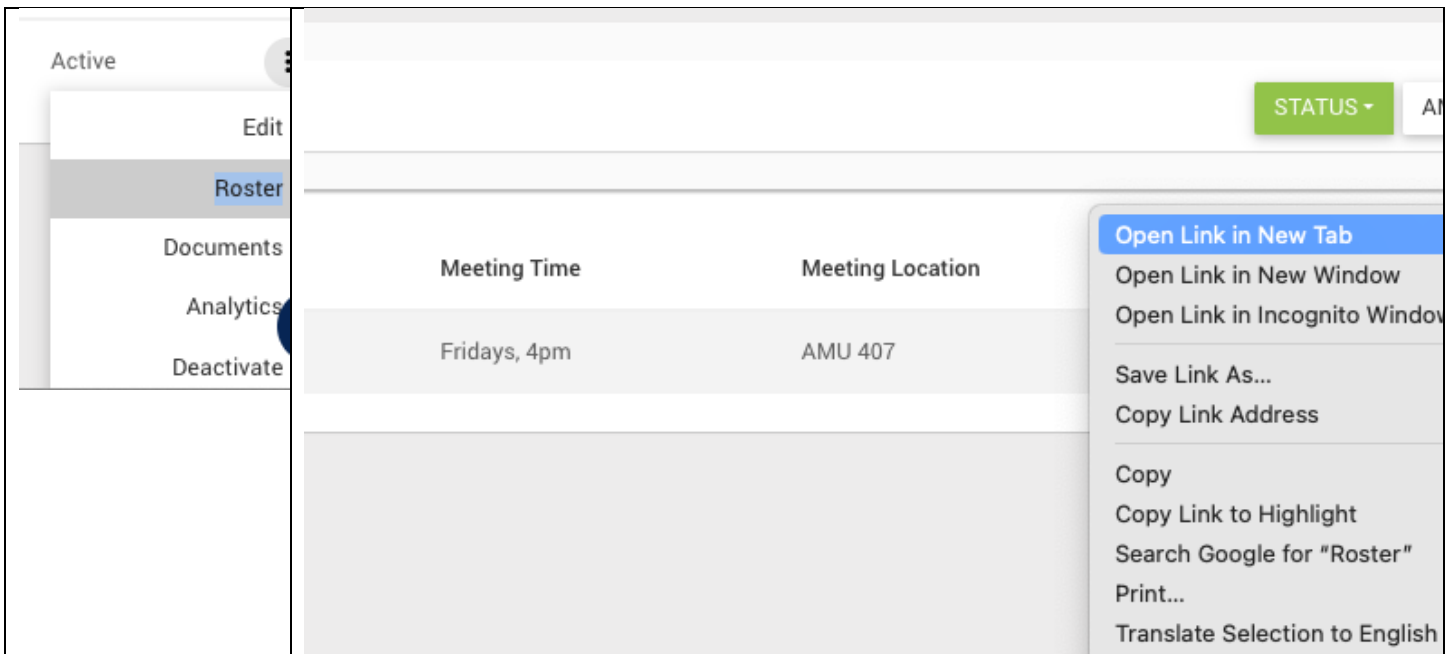
## Keeping your roster up to date!

1. In your admin dashboard, click “Organizations” and choose the organization of which you are updating.



Title	Category	Meeting Time	Meeting Location	Members	Status
Sample Org	Special Interest	Fridays, 4pm	AMU 407	3	Active

2. Click the 3 dots and choose roster. (You can then right click your mouse to “open in a new tab.”)



Active

Edit

Roster

Documents

Analytics

Deactivate

Meeting Time

Meeting Location

Fridays, 4pm

AMU 407

STATUS -

Open Link in New Tab

Open Link in New Window

Open Link in Incognito Window

Save Link As...

Copy Link Address

Copy

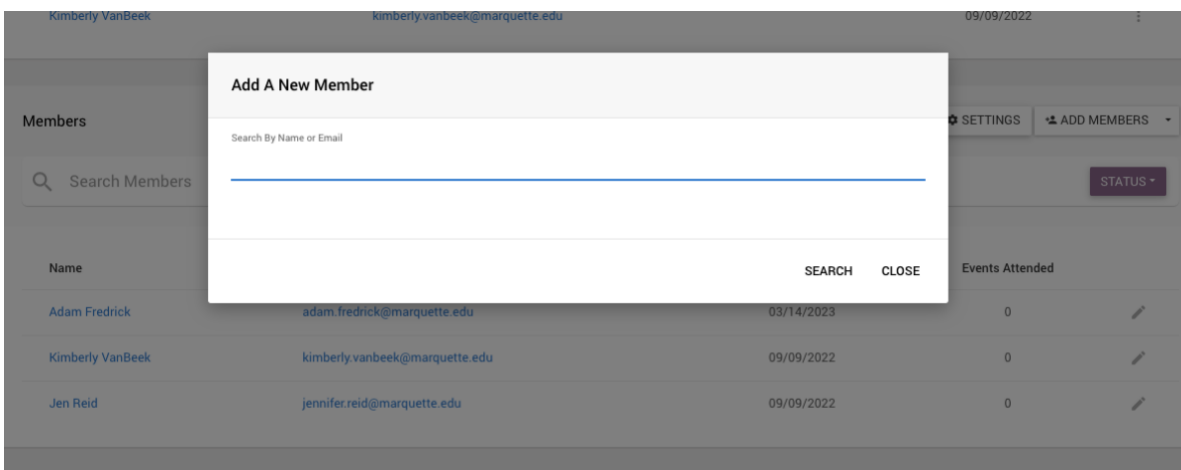
Copy Link to Highlight

Search Google for "Roster"

Print...

Translate Selection to English

3. Click the “add members” option and enter person’s name or email.



Kimberly VanBeek kimberly.vanbeek@marquette.edu 09/09/2022

Members

Search Members

SEARCH CLOSE

Events Attended

Adam Fredrick adam.fredrick@marquette.edu 03/14/2023 0

Kimberly VanBeek kimberly.vanbeek@marquette.edu 09/09/2022 0

Jen Reid jennifer.reid@marquette.edu 09/09/2022 0

SETTINGS ADD MEMBERS

STATUS -

Add A New Member

Search By Name or Email

# Student Organization Elections

4. Click add and edit.

**Add A New Member**

Search By Name or Email

katja

Name	Email
Katja Benz	katja.benz@marquette.edu

ADD ▾

Add & Edit

SEARCH CLOSE

5. And then choose member and save.

**Edit Member**

Member Name

**Katja Benz**  
Member Position

Member

DEACTIVATE SAVE CLOSE

NOTE that those with admin access to your organization should have the ability to add members without an invite. If this is not the case, the person will receive an email which they should accept the invitation. ALSO, you should contact the Student Orgs Team to have that permission added to your access profile (email [engaged@marquette.edu](mailto:engaged@marquette.edu)).

## Impeachment and Removal

Student organizations constitutions should detail the impeachment and removal procedures. Below are elements for your organization to consider, review and or adapt to be included in an organization's constitution.

### Grounds for Removal

Constitutions should specify the grounds for removing an officer or member

Ex: failure to uphold the responsibilities of their position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct)

# Student Organization Elections

## Procedure for Impeachment

- Procedures should outline how the removal process is initiated. Impeachment may be initiated through:
  - a formal complaint made to the executive board by any member of the organization
  - a petition that is signed by a specified number of members (2/3, majority, etc.)
  - a vote by a specified number of officers (2/3, unanimous, majority, etc.)

## Impeachment hearing

- Procedures should clarify who is able to participate in the impeachment hearing.
  - All members present, dues paying members, etc.
- Organizations should announce the charge brought against an individual to general membership and provide evidence to support the claim.
  - Specify when this will occur (at least one week prior to the hearing is recommended)
- Clarify whether the individual in question is allowed to argue a defense in front of voting members.
  - Specify the amount of time the member is able to speak.
- Consider how the vote should be conducted.
  - Specify whether the member in question is allowed to vote or be present in the room.
  - Specify whether voting members are allowed time for deliberation, and whether the member in question can participate.
- Consider whether the vote is conducted by secret ballot (virtual or paper form), show of hands, or roll call.
  - Specify the number of votes needed to impeach/remove the member in question.
  - Majority of votes cast, 2/3 of votes cast, etc.

## Appeal of Impeachment

- Procedures should clarify whether there is a set time period in which an appeal can be made (ex: within one week of the vote).
  - Specify who oversees the appeal process (Advisor, President, officers, etc.).
- Consider how the appeal can be made.
  - For example, the member in question can submit a written request (email or hard copy) for appeal outlining the reasons for the appeal to the individual(s) responsible for overseeing the appeal process.
- Determine how the decision is made and within what time frame the decision must be made
  - Ex: The officers and Advisor of the organization must decide to approve or deny the appeal within 10 days of receiving the appeal.
- No secondary appeals permitted (a member cannot attempt to appeal an appeal).
- In the case of membership removal, constitutions should specify when/if membership can be reinstated.
  - Ex: membership may be reinstated 366 days after removal

Questions? Ask the student orgs team [engaged@marquette.edu](mailto:engaged@marquette.edu)