



Delta Gamma  
1873

# Elections Handbook

*Updated July 2024*

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# Getting Started

## Introduction

The material included in this handbook is designed to assist chapters in planning and implementing the elections and officer onboarding process. A successful chapter views a change of officers as an ongoing process, not just a single event. With knowledge, planning and organization, each chapter can continue sailing a smooth and steady course, even when the tides are changing!

Delta Gamma Fraternity's election process, as outlined in this handbook, is standard across all collegiate chapters and should not be amended without guidance or approval of the chapter's Regional Collegiate Specialist (RCS)/Council Appointed Coordinator (CAC)/New Chapter Coordinator (NCC). Officers and advisers can also work with the Fraternity Director: Chapter Operations for further guidance or clarification, as needed.

## Overview of Elections Process

In fall 2024, Delta Gamma's election process moved from a slating process, to a ballot process, for elected officers.

This updated process involves a ballot of candidates, which is built from members' interest in specific roles, and member nominations for candidates. Elections Committee creates the ballot by matching candidates' interest and a specified number of nominations for those positions.

After the ballot has been created by the Elections Committee, during the elections chapter meeting, chapter members vote on the candidate they feel is best for each role, among the candidates appearing on the ballot. This process occurs for each chapter management team (CMT) and Honor Board position.

Director roles are appointed by the Elections Committee, using chapter member input. This handbook further details this entire process and provides guidance for most scenarios. There may be some unique situations or gray areas as chapters navigate this process; officers are suggested to work with their advisers and their RCS/CAC/NCC for further guidance as needed.

The chapter president should take lead of the elections process for their chapter, and serves as the chair of the Elections Committee with the advisory team chair (ATC) serving as the adviser contact and a non-voting member of the Elections Committee.

## Elections Process Terminology

The list of terms below will assist officers and advisers understand the process and guidelines outlined in this handbook, and should be used as the official terminology related to elections.

- **Anchorbase:** Refers to the site that only officers have access to, to complete a variety of chapter management tasks, including tasks for elections. The chapter president will have several tasks on Anchorbase related to elections they will need to complete.
- **Appointed positions:** Refers to director roles, whether they are Fraternity-required or chapter-specific. These leaders are chosen by the Elections Committee, using input from chapter members' completed Director Recommendation Form.
- **Ballot:** Refers to the list of candidates for each role that members use to vote for new elected officers (CMT and Honor Board roles).
- **Ballot Nomination Form:** The form on members.deltagamma.org (the member site) that all members will use to nominate candidates for the ballot.
- **Ballot nomination meeting:** The meeting that should occur one to two weeks prior to the Elections Chapter meeting, where members complete the nomination process.
- **Campaigning:** Defined as working in an organized and/or active way to persuade chapter members/new members to support a candidate or to discourage them from voting in favor of another candidate.
- **Candidate:** Refers to members who completed the Officer Interest Form, and are eligible to be elected or appointed to an officer role.
- **Candidate information slide:** This resource allows candidates to briefly describe themselves, their skills, and roles they are interested in on a slide template. This slide template for candidates can be used in a variety of ways throughout the process. See "Resources" section in this Handbook for ideas on how to use this resource.
- **Chapter management team (CMT):** Refers to president and vice president positions.
- **Director Recommendation Form:** The form all chapter members may complete following elections to provide input on director candidates to the Elections Committee.
- **Elected positions:** Refers to chapter management team (CMT) and Honor Board leaders. These leaders are voted into their role by the chapter using the ballot nomination process and voting procedure. These positions are voted on at the elections chapter meeting.
- **Elections Committee:** Refers to the group of members serving on the committee either due to their officer role (ex-officio), or elected as members-at-large, who help create the ballot for elected positions and appoint director roles. This Committee replaces the Nominating Committee that was part of the prior slating process.
- **Elections Committee At-Large Members:** The members elected to serve on Elections Committee, four to six weeks prior to the scheduled election chapter meeting.
- **Elections meeting:** The formal or business meeting where members vote on candidates and conduct the process of electing new officers.

- **Elections Overview Presentation:** Refers to the presentation by vp: member education at a chapter meeting held early in the fall term that reviews the election process for all members. See the “Resources” section for more information about this presentation.
- **Identify Officer Position Task:** The Anchorbase task that the chapter president must complete to verify what positions the chapter will fill. Chapter presidents should refer to their Bylaws and Standing Rules (BLSR) for this information. **Nomination:** The process that occurs prior to elections where each member nominates one candidate for each elected officer role.
- **Joint chapter management team (JCMT):** Refers to CMT, directors and Honor Board members at-large (all officers/leaders of the chapter).
- **Member site:** Refers to the website “members.deltagamma.org” where all members have access to forms and resources for the elections process including the Officer Interest Form, Ballot Nomination Form and Director Recommendation Form.
- **Officer Certification Task:** The Anchorbase task that the chapter president must complete to verify who is eligible to run for office.
- **Officer Installation:** The ritual that occurs to install new officers; this should be the date the new officers plan to take office. **Officer Interest Form:** The form that is located on members.deltagamma.org (the members’ site) that members fill out to indicate interest in any officer role. Members must complete this form in order to be eligible for office.
- **Officer Onboarding Workshop:** The training event led by chapter president, that helps new officers get acclimated to their role. Presidents can find additional resources for the Officer Onboarding Workshop in the Delta Gamma library.
- **Runoff:** An election between candidates receiving the highest number of votes, if no candidate receives more than 50% (a majority) during the initial election. This would only occur during the elections chapter meeting for CMT and Honor Board roles. See “Elections Meeting and Voting Procedure” section for more information regarding runoffs.
- **Voting procedure:** Refers to the specific voting process and requirements during the elections chapter meeting. See “Elections Meeting and Voting Procedure” section.

# Preparing for Elections

To prepare for elections, the chapter president should understand their role and the role of the vp: member education and prepare for the elections schedule by creating a timeline.

## Officer Roles in Elections

The **chapter president** takes the lead on the entire election and officer onboarding process. The president's role in elections is outlined below:

- Chairs the Elections Committee
- Leads the chapter meetings where Elections Committee members-at-large are elected, the ballot nomination chapter meeting and voting procedure for elections.
- Oversees accountability procedures and encourages member-to-member accountability for any illicit election activity including campaigning, breaking confidentiality, or discussing elections outside of defined elections processes.
- Complete the following tasks on Anchorbase to ensure a smooth process:
  - Ensure that all chapter members' preferred email addresses are up-to date on the Anchorbase roster. All emails regarding the election process (including links to the Officer Interest Form and Ballot Nomination Form) will be sent to these email addresses on file. This should be completed at the very beginning of the fall term, and before any elections-related tasks are complete.
  - Complete the Identify Officer Position task in Anchorbase to identify which officer positions will be elected and appointed according to your chapter's Bylaws and Standing Rules (BLSR). This should be completed six weeks prior to the scheduled elections chapter meeting.
  - Complete the Officer Certification task in Anchorbase to determine the members in good standing who are eligible for consideration. This should be completed six weeks prior to the scheduled elections chapter meeting.
- Counts and verifies the votes during elections, in collaboration with the ATC.

The **vp: member education** is responsible for executing the following educational elements in order to prepare chapter members for the elections process:

- Present Elections Overview Presentation to members, educating them about the elections process and procedures prior to their introduction to the Officer Interest Form and the Ballot Nomination Form. The slide deck also contains information about member eligibility for each part of the elections process, and accountability for candidates during the elections process.
- Present on the elections process to new members (if applicable, and in partnership with director: new members).
- Work with director: new members and director: rituals to plan when Inspiration and Initiation for any new members takes place, in conjunction with the elections cycle. See "New Members in the Elections Process" section for more details on best practices of scheduling Inspiration and Initiation.
- Serves as a member of the Elections Committee.

- Helps run the elections chapter meeting to assist the president with logistics of voting, coordinates candidates speeches (if applicable) and manages the presentation slides.
- The vp: member education should not help count votes during the Elections Meeting. As a member of Elections Committee, they would be privy to the ballot nomination percentages, but not the votes during the Elections Meeting. Only the chapter president and ATC should be able to see these votes.

## Calendar Planning

The chapter president plans some dates for elections during the calendar planning process that occurs in the spring. These dates should be set on Anchorbase and once approved, should be final. The calendar is planned in partnership with vp: programming and other CMT members, and is approved by officers, advisers, your collegiate development specialist (CDS) at Executive Offices and by chapter vote.

- Be sure to include the required dates per the Calendar Planning Guide, and shown below. Chapters should always refer to the Calendar Planning Guide for most up-to-date list of required dates for the Anchorbase calendar.
  - Chapter elects Elections Committee at-large members during a chapter meeting (4-6 weeks prior to elections)
  - Chapter submits input on candidates for leadership during a chapter meeting (1-2 weeks prior to elections)
  - Elections Committee meets to discuss candidates for CMT and Honor Board and create the ballot (should occur as soon as possible after the ballot nomination meeting but no later than 1 week prior to elections)
  - Elections Meeting (should match the date outlined in your chapter's Bylaws and Standing Rules and must align with the timing guidelines outlined in the rest of this list)
  - Elections Committee meets again to appoint directors using chapter feedback from the Director Recommendation Form (within one week following Elections Meeting)
- Chapters should consider campus events in relation to the elections timeline. Events such as the following could impact chapter meetings or availability of Elections Committee members.
  - Fall break or campus holidays (if applicable)
  - Final/midterm exams
  - Important campus dates such as Homecoming and Family Weekend
  - Primary Recruitment dates
  - Initiation date (please see section "New Members in the Elections Process" of this handbook)
  - Panhellenic Council elections
- Most elections-related events either occur at chapter meetings or are tasks done on one's own time. Elections Committee meetings occur outside of already scheduled meetings, and should be scheduled during the calendar planning process, and confirmed once members-at-large are elected.



- Chapter officers also update their BLSR around the same time as the calendar, and the election date indicated in the Bylaws and Standing Rules should match the date on the calendar.
- Officer onboarding and installation should occur before winter break if at all possible so that new officers can spend time during the break preparing for their new roles. If chapters wish to install officers at a timeline different than this, this should be indicated in the chapter's BLSR and approved by the RCS/CAC/NCC. The Officer Installation date should be accurate on the Anchorbase calendar to match any delayed transition of officers for CDS approval.
  - This scenario most often applies to chapters who's primary recruitment is in the spring.
- Note: Each collegiate chapter should strive to complete officer elections/director appointments by December 1.

## Elections and Onboarding Timeline

Chapter officers may use the resource below to see all steps in the elections process, and create their own timeline of when all items will take place.

DATE	TYPE OF MEETING	AGENDA ITEM
	Chapter meeting	<b>Elections Overview Presentation:</b> presentation by vp: member education on elections process, open positions and/or announcement regarding open elections committee spots. See "Resources" section in this handbook for more information.
	Chapter meeting	<b>Elect Elections Committee Members-At-Large</b> (see The Elections Committee section in this handbook for more information)
	Electronic Anchorbase - President	<b>Identify Officer Position task:</b> President completes this task to confirm all officer roles based on the list of roles in current BLSR.
	Electronic Anchorbase - President	<b>Officer Certification task:</b> President completes task which distributes Officer Interest Form to eligible members the following day after being submitted.
	Electronic Member Site	<b>Members Complete Officer Interest Forms:</b> Chapter members submit Officer Interest Forms and on members.deltagamma.org; these should be due at a minimum one week prior to the Ballot Nomination Meeting. If using the Candidate Information Slide, the president should send that to those eligible for office separately to complete.

	Electronic Members Site	<b>Members Review Interested/Eligible Candidates:</b> Members have access to the officer interest form and bio slides of candidates; at a minimum 24 hours prior to ballot nomination meeting but more time could be beneficial.
	Chapter meeting and Member Site	<b>Ballot Nomination Meeting:</b> Members nominate candidates for the ballot via an online form available on the members' site. Accommodations should be made for members who cannot be physically present for the meeting. See section "Including Abroad or Virtual Members in Elections" for more information.
	Elections Committee meeting	<b>Ballot Creation:</b> Elections Committee confirms candidates are in good standing, verifies candidates received the required nomination percentage, and lists all eligible candidates for each role to create the ballot. See Section XX in this book for more details on Elections Committee's role in creating the ballot.
	Chapter meeting	<b>Elections Chapter Meeting:</b> Chapter members vote to elect CMT and Honor Board members-at-large. See Elections Meeting: Voting Procedure" on more details on this process.
	Elections chapter meeting, following Elections concluding	<b>Director Recommendation Form:</b> Members have the ability to provide Elections Committee recommendations for all director roles. This form should be released immediately after Elections and should be due prior to Elections Committee meeting to appoint directors; 48 hours maximum is recommended.
	Elections Committee	<b>Director Appointment:</b> Elections Committee appoints directors to roles, using Officer Interest Form and member input from Director Recommendation Form. This can as soon as the Director Recommendation Forms are due, and recommended one to two days after.

	Chapter Meeting or via email	<b>Officers Announced:</b> Announce all JCMT officers to chapter, in writing, as soon as Elections Committee finalizes director all appointees accept their director role. President should copy advisers, and regional team members, and CDS on this email, or send the list of newly elected officers separately.
	Electronic Anchorbase	<b>Officers Updated in Anchorbase:</b> President inputs new officers in Anchorbase using the Update Officer task; note start date as date of Officer Installation.
	Officer Onboarding Meetings	<b>One-on-One Officer meetings between incoming/outgoing officers:</b> officer onboarding meetings between incoming and outgoing officers occur prior to the Officer Onboarding Workshop. All JCMT offices should hold at least one individual meeting with their incoming officer prior to the Workshop.
	Officer Onboarding Workshop	<b>Officer Onboarding Workshop:</b> The training event that prepares incoming officers to take office. This is typically held at the end of the fall term, but may be held at the beginning of the following spring term with RCS/CAC/NCC and CDS approval based on chapter and campus calendar.
	Formal Chapter Meeting	<b>Officer Installation Ritual:</b> This should be held at a formal chapter meeting and is the official date officers take office.

# The Elections Committee

## Role of Committee

The Elections Committee is a standing committee of every chapter. The chapter president serves as chair of the Elections Committee. They are responsible for distributing elections materials to chapter members, validating nomination results and creating the ballot for elected positions, and appointing director roles. Committee members are expected to uphold confidentiality of the elections process.

The duties of the Elections Committee shall be as follows:

- Obtain information from vp: finance, vp: communications and director of scholarship regarding members' good standing for meeting eligibility requirements. The vp: social standards should collect this information and only provide a list of who is ineligible (of those who submitted Officer Interest Forms) to Elections Committee.
- Create any necessary electronic forms outside of the Anchorbase tasks already provided (i.e. voting forms, Google recommended) See "Resources" section later in this handbook for more information.
- Provide instructions and facilitate completion of the Officer Interest Form, Candidate Information Slide and Nominating Ballot.
- Prepare the ballot based on member nominations, and ensure that all candidates meet eligibility requirements.
- Appoint members to director positions based on Officer Interest Forms and data received from the Director Recommendation Form.

### Expectations of Elections Committee Members

Committee members are expected to uphold confidentiality of the elections process. If a member of Elections Committee is found to have broken confidentiality or is using their influence as a member of Elections Committee inappropriately, chapters should contact their ATC and RCS/CAC/NCC immediately.

The RCS/CAC/NCC has the ability to remove a member of Elections Committee if there is substantiated evidence that this member has acted inappropriately.

## Elections Committee Members

The Elections Committee is composed of the following ex officio (because of their role) members:

- president (chair)
- vice president: social standards
- vice president: member education
- advisory team chair (non-voting)

In addition, the committee includes a number of elected members-at-large (“at-large” refers to members of the committee who are specifically elected to this committee, not because of any other role), which is determined by chapter size.

- Chapters of 1-100 members: 2 members-at-large
- 101-200: 4 members at-large
- 201-300: 6 members at-large
- 300+: 8 members at-large

## **Electing Members-at-Large**

Elections Committee members-at-large must be nominated and voted on by the chapter members, and cannot be selected by a specific group of officers/advisers. They have an important role in representing the general membership on Elections Committee.

### **Requirements to serve as an Elections Committee member-at-large:**

- Members must be in good standing to run for Elections Committee, at the time of election and throughout the elections process (until director appointments are complete).
- Members must be initiated at least one academic term prior (spring) to be eligible for Elections Committee.
- Members must agree to uphold the confidentiality of the elections process.
- Elections Committee members must agree to attend all three Elections Committee meetings and elections-related chapter meetings, or forego their role on Elections Committee.
- Members who are interested in running for an officer role, may also run for Elections Committee at-large. They will be asked to leave the room during the ballot creation meeting, when roles they are running for are discussed. Similarly, they will be asked to leave the director appointment meeting when those roles they are interested in, are discussed for appointment.

### **Ideas for electing Elections Committee members at-large:**

Collegiate chapters have the ability to determine their process for electing members at-large in their chapter Bylaws and Standing Rules review process each year. However, if chapters are missing certain process details or need ideas on improving that process, they may use the example outlined below.

- Chapter president announces how many members-at-large the chapter is able to elect, based on the size ranges above. This should occur a minimum five days prior to the meeting where members will elect the at-large members.
  - It is recommended chapter president shares the scheduled Elections Committee meeting dates/times during this time, so members may decide if they can commit to the obligations of Elections Committee.
- Members submit nominations of members to elections committee to the chapter president, in writing, during the five days prior to that meeting, and collects until 24 hours prior to the chapter meeting.
  - Members may nominate themselves, and/or other members that are initiated.

- Chapter president confirms the nominated members' eligibility to serve on the committee based on the outlined requirements to serve as an Elections Committee at-large member.
- The chapter president reaches out to nominated members to accept their nomination to serve on Elections Committee and confirms availability for the scheduled Elections Committee meeting dates.
- Chapter president creates a list of those running for Elections Committee (meaning they were nominated, are eligible to serve, and accepted the nomination).
- That list of nominees is presented to the chapter at a chapter meeting in the form of an online form (Google form is preferred).
- Chapter members select the number of individuals from the list, up to the maximum number of at-large members allowed for their chapter size.
  - For example: Each member selects the two, four, six, or eight members (depending on chapter size), from the list of candidates, they would like to see on elections committee.
  - All collegiate members in good standing are allowed to (and should) vote for at-large members, including any officers and chapter president. The nominees (reflecting the number of at-large members allowed, two, four, six, or eight) who receive the most votes are the new at-large members of Elections Committee.
  - Only the chapter president and the ATC are privy to voting results.
- If there is an exact tie between two or more candidates, there is a runoff of just those members.
- If there continues to be an exact tie, the chapter president's vote breaks the tie.

## Meetings of the Elections Committee

The Elections Committee should meet three times:

- 1. Elections Committee Introductory Meeting:** To introduce the process and outline expectation meetings. During this meeting, chapter president should review the process for creating the ballot, and appointing directors with Elections Committee members, as outlined in this handbook. The chapter president should also ensure Elections Committee members know this process is confidential, and the rules and accountability process for campaigning.
- 2. Ballot Creation Meeting:** To create the ballot, after ballot nominations have taken place at a chapter meeting.
- 3. Director Appointment Meeting:** To appoint directors, after the Elections Meeting has taken place and CMT and Honor Board have been elected.

Every effort should be made for all Elections Committee members to be present at these meetings. Elections Committee members are not able to designate replacement members if they cannot make a scheduled Elections Committee meeting.

## Involving the ATC in Elections Committee

The chapter president must inform the advisory team chair (ATC) of the dates of all Elections Committee meetings, the elections chapter meeting, and the Officer Onboarding Workshop, as early as possible.

The chapter president should ensure the ATC can make the Elections Committee meetings, and if not, try their best to accommodate the ATC's schedule. If the ATC cannot attend the ballot creation and director appointment elections committee meetings, the president/ATC should notify the RCS/CAC/NCC for guidance.

Even though the ATC is a non-voting member of Elections Committee, their presence is crucial to ensuring proper procedure takes places as well as to guide and provide input when Elections Committee comes across challenges. Additionally, ATC approves the final ballot before being finalized and communicated to chapter.

As a member of the Elections Committee, it is expected that ATCs attend those meetings, as well as both chapter meetings where members are nominating, and elections take place. Advisers should see the "Advisers Role in Elections" Section in this handbook for more guidance.

# ***Members Submitting Interest In Office***

In order for members to be considered candidates, they must follow the process to submit interest for office, meet the eligibility requirements outline in this handbook, and agree to the terms/conditions of being a candidate (i.e. not campaigning). This information should be shared by vp: member education during the Elections Overview Presentation.

## **Eligibility of Members to Hold Office**

- To be eligible for any officer or Elections Committee position, members must be initiated and in good standing (i.e. not on probation from Honor Board, for any reason).
- A new member (pre-Initiation) is ineligible to be elected or appointed to an officer role or Elections Committee position.
  - If new members are initiated at some point during the elections process, it is at that time they are eligible to run for office, or vote. If new members will be initiated at a point in time where they would be eligible for elected or appointed roles – the chapter president should mark them as eligible during the Officer Certification Task.
  - For example, if new members are initiated prior to the ballot being created, or directors being appointed, they are eligible to hold office.
- To hold an Elections Committee member-at-large role, members must have been initiated the term prior. New members who join during the fall term and are initiated prior to Elections Committee members-at-large being elected, are only eligible if necessary for the chapter to meet the required amount of members-at-large based on their chapter size. The RCS/CAC/NCC can approve these members to serve on Elections Committee.
- For sophomore and junior members of Honor Board, members must be in that year of academic coursework.
- For chapter president, a member must be an initiated member for one term prior to taking office. This includes new member term + one additional grading term (semester or quarter), before they would take office. This means new member term and one grading term (semester or quarter), before they'd begin their role. They can be elected during that grading term, as long as they don't take their role until after that grading term concludes. Members do not need to be a specific year in their academic career (i.e. junior) to run for president.
- Some chapters may have identified additional requirements for office in their chapter BLSR, such as a required GPA for officers that is different than member GPA. While any additional requirements are not encouraged, if the campus/university has requirements for student organization officers then chapters are encouraged to follow those guidelines and incorporate into their BLSR.



## Collecting Officer Interest Forms

- In order to be eligible to hold office, members must also submit an Officer Interest Form.
- All collegiate members and new members complete their Officer Interest Form and Candidate Information Slide their own time during the week.
- A minimum of two weeks before the ballot nomination chapter meeting, the chapter president provides instructions on how to access the Officer Interest Form (on the members' site) to chapter members, including new members if they are initiated at any point during the process.
  - Members who are eligible to run for office should have been verified using the Officer Certification Task and should have received an email from Anchorbase the day after the task was complete, directing them to the Officer Interest Form.
  - If chapters are also using the Candidate Information Slide, the chapter president should provide those instructions at the same time as the reminder for the Officer Interest Form.
  - The chapter president may also point interested members to officer resources in the library such as the Collegiate Chapter Officer's Manual (CCOM) or JCMT quick guides for more information about roles they're interested in.
- Chapter president communicates a deadline to members to complete the Officer Interest Form, and should be due no later than one week prior to the ballot nomination meeting.

# Ballot Nomination Process

## Eligibility of Members to Nominate

Members must be initiated and in good standing to nominate members for the ballot. Members on Excused Status are allowed to nominate, as long as they are in good standing.

## Ballot Nomination Chapter Meeting

The following process outlines the ballot nomination process, which occurs at the chapter meeting prior to Elections.

- The nomination form is distributed to all initiated members in good standing. This form includes all CMT and Honor Board positions and all eligible candidates.
- A list of candidates should be released 24 hours prior to this meeting and available during this meeting to reference. If new members will be initiated prior to the election chapter meeting, they should be included on this list.
  - This list should indicate the ranked preference of roles, by each candidate.
  - For example, the list of candidates for president could look like this, with the numbers indicating ranked preference from the Officer Interest Form
    - Mary Comfort Leonard (1)
    - Anna Boyd Ellington (3)
    - Eva Webb Dodd (5)
  - See “Resources” section of this handbook for best practices on creating this form, and sharing candidate information
  - See “Involving New Members in Elections” section for more information on new member eligibility.
- Individually, and silently, members complete the Ballot Nomination Form. Members should nominate candidates they feel are best for each CMT and Honor Board role.
- Members may only nominate one candidate per role, and may only nominate each member for one role.
  - Example, if a member nominates Mary Comfort Leonard for president, that member may not nominate any other candidates for president and Mary Comfort Leonard may not be nominated for any other role by that member.
- Results are only viewable by Elections Committee and should be kept confidential.
- Members may not share with any other members who they nominated.
- See “Accountability in the Elections Process” section for more information.

## Elections Committee Meeting: Creating the Ballot

### Tallying Nominations

- The Elections Committee tallies the number of nominations per member, for each role.
  - This process should be automatic, if using an online form such as a Google form. See “Resources” section for more information regarding the template Google Form provided.

- The number of nominations needed to appear on the ballot is determined by chapter size:
  - 0-100 members: 4% of members' nominations or three members, whichever is larger
  - 101-200 members: 6% of members' nominations
  - 201-300 members: 8% of members' nominations
  - 300+ members: 10% of members' nominations
  - *Note: If the percentage amounts to a fraction (e.g. 10.5 nominations) chapters should round up (e.g. 11 nominations).*
- Once members have identified the individuals who should appear on the ballot because they've expressed interest in the position and have met the required amount of nominations (listed above), Elections Committee may begin creating the ballot.

### **Creating the Ballot**

- It is recommended that Elections Committee begins drafting a spreadsheet or another document that is sharable or visible to Elections Committee members during this ballot creation process.
- Every nominated member shall be listed alphabetically by last name under the office for which they were nominated. The Elections Committee shall then call each candidate who received the required percentage of the nominations for a particular position, but did not express interest in that role on their Officer Interest Form, to ask if they would be willing to appear on that ballot for said role(s).
  - During this conversation, it should be expressed to the candidate that if they are willing to appear on the ballot for this role, this means they are willing to accept the role, if elected. If that is not the case, they should not accept the nomination.
- The Elections Committee shall verify the eligibility of every member nominated for an office. If someone has been nominated and is not eligible for that office, the Elections Committee will not include their name on the ballot.
  - The vice president: social standards may share with Elections Committee if someone is ineligible, but may not share reasons why.
  - New members may not be listed on the ballot, if they will not be initiated prior to the elections chapter meeting.
  - For housed chapters: Elections Committee should also consider the required live-in positions and ensure candidates on the ballot for those role(s) are able and willing to live in the chapter facility. Required live-in roles is up to the chapter to decide and is included in the BLSR. Candidates should express willingness to live in the facility on the Officer Interest Form.

### **Special Circumstances - Vacancies**

If any vacancies occur on the ballot, meaning there is a role that no nominees were willing to appear on the ballot for, the elections committee has the right to contact other candidates and ask if they are willing to appear on the ballot. Special circumstances may be made for this to include new members, with RCS/CAC/NCC approval.

## **Special Circumstances - Candidate Concerns**

If the Elections Committee is concerned with a candidate holding office the Elections Committee has the right to remove that name from the ballot with the approval of ATC. This includes members who are in good standing.

- Elections Committee should carefully consider a variety of factors before deciding to not allow someone to appear on the ballot. The decision to remove a candidate from a ballot is a serious one and should be reserved for unique circumstances when the committee has credible concerns about the individual's behavior or ability to hold a leadership position. Consider the following questions:
  - What is the reason you believe this member is unfit for leadership?
  - Is their behavior something the Honor Board would currently remove someone from office for?
  - Is the candidate aware of this behavior? Have they been to Honor Board for this concern and been given the opportunity to improve?
- If Elections Committee chooses to not allow someone on the ballot they must not allow them to appear on the ballot for any CMT or Honor Board role.
- If the candidate approaches a member of Elections Committee to discuss the reasoning why they did not show on the ballot for a specific role, the president or ATC may offer to have a conversation with that member.
- Specific discussions or comments of Elections Committee members must be kept confidential from that member.
- However the president or ATC may share high-level reasons why a candidate did not appear on the ballot if they choose.
- If previous Honor Board proceedings are part of the reason why Elections Committee decided to not allow a candidate to appear on the ballot, the ATC should not be a part of that conversation as they would not be privy to Honor Board information.

## **Special Circumstances - Adding members to the ballot**

The Elections Committee may add a candidate to the ballot if deemed necessary to avoid vacant roles. Chapters may add candidates until there are three candidates for that role with approval by the ATC, even if those candidates did not meet the necessary nomination percentages. To be eligible as an addition to the ballot, the member must have completed an Officer Interest Form and be called to accept the nomination to appear on the ballot for that role.

- Example: only two candidates are on the ballot for vp: Foundation and these same candidates are also on the ballot for positions that will be elected earlier in the process (such as president, vp: finance, etc.), Elections Committee may add a third candidate to the ballot who completed an Officer Interest Form.

## **Special Circumstances - Finalizing the ballot and informing the candidates**

The final election ballot must be approved by the ATC prior to being distributed to the chapter. This approval should be given during the ballot creation Elections Committee meeting.

- All candidates appearing on the ballot should be notified of the following information, at the same time, or right before, the ballot is released to all members:
  - What positions they will appear on the ballot for
  - What speech expectations there are for their nominated roles, based on chapter Bylaws and Standing Rules?
  - What order the speeches will occur in, based on chapter Bylaws and Standing Rules?
- Members should be encouraged to truly think about what positions they would be willing to accept, if elected. If a member decides to remove herself from the ballot for any position(s), they need to inform the president, in writing, at least 24 hours in advance of the elections chapter meeting. If a member is on the ballot during the time of Elections, they should be willing to accept that position.
- It is not recommended members use any speech or other platform to indicate preference for one role over another.

### **Special Circumstances - Dual Roles**

For chapters over 75 members, members should not hold dual roles. A member elected to a vice president role should not be elected to an Honor Board role and vice versa.

- Candidates may appear on the ballot for multiple elected roles, however they may not be elected to multiple elected roles during elections, unless previously approved by the RCS/CAC/NCC.

# ***Elections Chapter Meeting and Voting Procedure***

## **Eligibility of Members to Vote**

To be eligible to vote in chapter elections, a woman must be an initiated member in good standing. Refer to the Fraternity Policy: Eligibility/Good Standing for Chapter Vote in the Delta Gamma library.

Members who are abroad or otherwise unable to attend the elections chapter meeting in-person and who wish to attend virtually, shall be approved ahead of time by the Elections Committee. See section “Involving Virtual or Excused Status Members in the Elections Process” for more information.

Elections chapter meeting is considered a formal meeting, and an anchored event, and therefore normal excused absences should be processed per the chapter’s Bylaws and Standing Rules.

## **Preparing for the Meeting**

- The president and/or vp: member education should work together to prepare the following materials for the Elections Meeting:
  - Voting forms for each role (Google form recommended; see “Resources” in this handbook for more information)
  - Chapter group message functionality (GroupMe, Flair, etc.)
  - Slides that show the candidates for each role (see “Resources” section of this handbook)
- ATC should be present for this chapter meeting, and member education adviser or another advisory team member present is helpful. This is to ensure one adviser is in the room at all times.
- The chapter president should have a computer available to view voting results immediately after they are submitted. The vp: member education can assist running elections by managing any slides shown to the chapter, and sending out voting forms for each role.

## **Beginning of the Meeting**

- The number of members in good standing and in attendance at the chapter meeting must be verified by the Elections Committee; any member of Elections Committee can take the lead on verifying this. Quorum must be met, per the chapter’s Bylaws and Standing Rules. This number includes any virtual attendees.
- President reads the following statement aloud:
  - “Elections are important and exciting for the chapter, but also can be stressful for the candidates. We ask that everyone be respectful of the process and our sisters who are putting themselves forward for office. It is incredible we have XX amount of sisters who are willing to volunteer and take on additional responsibilities to make our chapter better.

- If, at any point, you need to step away from this environment to process the result of an election or take a minute to yourself, please feel free to do so.”
- Members vote for each role, in the role order listed below. All eligible members may vote in each role election—even if they are a candidate for that role. Candidates may vote for themselves, if they choose.

## Order of Election

Chapter officers shall be elected one at a time, in the following order:

- president
- vice president: social standards
- vice president: finance
- vice president: communications
- vice president: programming
- vice president: member education
- vice president: membership
- vice president: Panhellenic
- vice president: Foundation
- Honor board junior member
- Honor Board sophomore member
- Honor Board member-at-large

## Example process for each role (chapters should refer to their BLSR for further details):

- Ballot for president role is presented to chapter.
- Speeches, if applicable, occur in alphabetical order by candidate last name.
- Other candidates for that role may leave the room during speeches they are not involved in (if indicated in the chapter’s BLSR).
- Vp: member education, or another member of Elections Committee, sends the voting form for president role to chapter via group messaging app.
- Chapter votes on president only, via voting form. This form should only show president candidates. Each member can only vote once, and should do so silently and individually.
- It is advised that the president gives a specific time limit for members to make their vote, such as 30 seconds to one minute.
- Only the president and ATC may view the voting results.
  - The president and ATC should keep in mind the total number of voting members as the votes come in; this allows them to know when all votes are submitted or if they are still waiting on members to vote.
  - The president and ATC should also look out for any votes cast by new members, or members not in good standing, and those votes should be removed and not counted.
- Current president and ATC review the votes (if using Google form, a live pie chart updates as votes are submitted).
  - If a candidate receives greater than 50% of the votes (a majority), they have been elected to that role.

- If no candidate receives greater than 50% of the votes, this calls for a runoff. See “Runoff Elections” section below for guidance.
- During the tabulation of votes, the vice president: member education may begin the process for the next role, by displaying any materials for the next officer to be elected. This could include the list of candidates for that role and/or duties/responsibilities of that role to help inform members prior to voting. The purpose of this is to be time-efficient and keep the meeting moving along.
- The other adviser present (if applicable) should assist the vp: member education and ensure silence of members during this process.
- ATC and president announce the winner. Chapters should refer to their BLSR to determine if candidates are informed privately before the chapter of who was elected to the role, or announce publicly. If there is a runoff, this same process should be followed of informing candidates. If chapters do not have this detailed in their BLSR, the president/ATC may determine what works best for their chapter.
  - If the winning candidate is on the ballot for other positions, they are then removed from the voting forms for those roles. A delegated member of Elections Committee can take the lead on managing the forms, creating any runoff forms needed, or editing voting forms as candidates are elected.
- This process repeats for vp: social standards with their own voting form, and continues through Honor Board roles in the order listed above.

## Runoff Elections

To be elected, a candidate must receive a majority of the votes cast. A majority is defined as greater than 50% of votes cast.

- In cases when there is no majority (i.e. no single candidate received more than 50%), this calls for a runoff.
- A second voting form is created by a member of Elections Committee, voting only on the candidates participating in the runoff.
  - This would include the candidates receiving the top % of votes. Example: There are three candidates. The percentage breakdown is as follows.
    - Candidate one: receives 40% of the votes
    - Candidate two: receives 45% of the votes
    - Candidate three: receives 15% of the votes
  - There would be a runoff between candidates one and two, to see who receives more than 50% of the votes.
  - If there is a tie, the tie is broken by the current chapter president's vote. The president should have already voted, so whoever they voted for would automatically win.
- Speeches should not be repeated, or extra commentary made by candidates, unless specifically allowed and outlined in the chapter's Bylaws and Standing Rules.
- If there is an exact tie between the second highest percentage of votes received, (i.e. there would be three candidates participating in the runoff), that tie is broken first and then the top two candidates are presented for the majority vote.
  - Example: There are five candidates for a role. The percentage breakdown is as follows.



- Candidate one: receives 30% of the votes
- Candidate two: receives 20% of the votes
- Candidate three: receives 20% of the votes
- Candidate four: receives 15% of the votes
- Candidate five: receives 15% of the votes
- A vote between Candidates two and three would be taken first, to determine who would participate in the runoff with Candidate one.
- Then the runoff between Candidate one, and whoever receives more votes between Candidates two and three, would occur.
- If there remains a tie, the tie is broken by the current chapter president's vote. The president should have already voted, so whoever they voted for would automatically win.

## Vacancies

If, during an election, there are no names on the ballot for a specific role, that role is declared to be vacant. This should only occur if all candidates for a specific role were elected to prior positions, as Elections Committee should work to list up to three candidates for each role. See the Elections Committee Meeting: Creating the Ballot section for more guidance.

- For example, vp: Foundation originally had three candidates listed on the ballot and all three were elected to roles earlier during elections.
- At the end of the meeting, the chapter president announces the vacancy and invites interested members to submit interest for that role directly to the president.
- At the next Elections Committee meeting (likely the director appointment meeting), the Elections Committee creates the ballot for any open elected roles, listing any candidates that expressed interest and received approval from Elections Committee and the ATC.
- There is no ballot nomination process for these vacancies, as filling these roles are outside of the regular election procedure.
- Those positions are elected at the following chapter meeting.

## Director Recommendation Form

Immediately following Elections, the Director Recommendation Form should be made available to all members. Members may have 48 hours to provide recommendations for director positions, but it is encouraged members complete the form during this chapter meeting.

- This process should still be followed, even if there are vacancies in any elected roles after elections has concluded.
- Unlike the nominating process for CMT and Honor Board positions, there is no required minimum number of nominations to be considered for a director role, and director roles are not elected or voted on by the chapter.
- This form gives Elections Committee information on who the chapter thinks is best fit for director roles, but Elections Committee has the ability to appoint directors.

# ***Appointing Directors***

It is the right and responsibility of the Elections Committee to appoint director roles, meaning they select the best candidate for each role based on the Officer Interest Form and results of the Director Recommendation Form submitted by chapter members.

There are eight Fraternity-required director roles in the chapter Bylaws and Standing Rules. Chapters may add/remove chapter-specific directors as part of the BLSR revision process each spring. The chapter president should have submitted all director roles available, based on what's listed in the chapter's BLSR, as part of the Identify Officer Position Task earlier in the elections process.

Chapters may not add or remove director positions during the elections process, unless otherwise approved by the RCS/CAC/NCC and voted on by the chapter, as an amendment to the BLSR. See "Director Vacancies" section below for more information on special circumstances where chapters may amend chapter-specific.

## **Eligibility of Members for Director Roles**

Members interested in being considered for appointment to a director position should have completed and submitted an Officer Interest Form, indicating those roles for which they would like to be considered.

Members must be initiated and in good standing at the time of this Elections Committee meeting to be appointed to a director role.

It is recommended that if the chapter has new members who joined during the fall term, they are initiated prior to this Elections Committee meeting so they are eligible for director roles.

## **Appointing Directors Procedure**

Elections Committee should meet as soon as possible following elections to appoint director positions; we recommend the following day after Elections. This Elections Committee meeting should occur at a maximum, within one week of the elections chapter meeting.

This Elections Committee meeting should be conducted in the following way:

### **Step 1: Discussion**

One role at a time is discussed starting with Fraternity-required director positions:

1. director of rituals
2. director of scholarship
3. director of social events
4. director of recruitment records
5. director of primary recruitment

6. director of continuous recruitment
7. director of social media
8. director of operational records
9. director of house management/chapter property

It is recommended that Elections Committee calls each candidate they would like to appoint the Fraternity-required director positions listed above, and give the opportunity for candidates to accept/decline the appointment. Doing this prior to moving on to chapter-specific (as indicated in the BLSR) director roles ensures that all Fraternity-required roles are filled.

Members of the Elections Committee interested in an office must leave the room prior to the start of the discussion related to that office. A member of the Election Committee may not be considered for an office if they have been present for the related discussion.

- Discussion of candidates to be considered for each office should include:
  - Someone from Elections Committee should read the Officer Interest Form responses of each member interested in the office.
  - Someone on Elections Committee should share the results from the Director Recommendation Form, for that role.
  - Each candidate's strengths and qualifications for the position should be discussed briefly.

Elections Committee will consider any and all eligible candidates who submitted an Officer Interest Form, regardless of whether or not they specifically indicated interest in the director role being discussed.

- For chapters with 75 or fewer members, directors may also have been elected to Honor Board members-at-large roles.
- For chapters of most sizes, it is not recommended CMT members also hold any other role (director or Honor Board), but may do so with RCS/CAC/NCC approval.
- For chapters of most sizes, it is not recommended that members hold multiple director roles. It would be encouraged in that scenario, for the chapter to review their director roles as a whole, and determine if there are any director roles that could be combined/dissolved.
- If a chapter has concerns regarding filling all roles without dual appointments, they should work with their RCS/CAC/NCC for guidance.

## **Step 2: Voting**

After discussing every candidate, Election Committee members vote heads down, eyes closed, hands up. Open hand = yes; closed fist = no.

The president and ATC count the votes and announce the name of the top-vote candidate, never the actual vote count. The number of votes cast for each candidate remains confidential even from Elections Committee members besides the chapter president and ATC.

The chapter president does vote, the ATC does not.

### **Step 3: Appointing**

Elections Committee should contact each member appointed to a director role, to confirm they accept that appointment, before the directors are announced to the entire chapter.

Appointed directors should be reminded to keep their appointment confidential until the appointments are announced.

### **Step 4: Announcing**

It is recommended chapter president sends, in writing, the list of appointed directors to the entire chapter immediately following the conclusion of director appointments. This is recommended to be via email. See “Concluding Elections” section in this handbook below, for more details.

- If Elections Committee is still waiting to confirm a director appointment with a candidate, they should refrain from announcing all director roles until that is confirmed; even if this occurs the following day.

As appointed positions, directors are final after the candidate accepts the appointment. There is no approval vote by the chapter, no challenges to the appointments, or voting between candidates by the chapter.

*Note: The four steps in the director appointment process can occur simultaneously, or may not be followed in the exact order presented. We recommend Elections Committees conduct this process in a way that is logical, and most efficiently fills all available director roles. The ATC should assist with this process and guide Elections Committee as needed.*

The following aspects of this process be prioritized:

- Appointing Fraternity-required director roles first
- Ensuring that once candidates accept an appointment, that is final, and cannot be changed.
- All candidates are informed of appointment (or not being appointed) prior to the list of JCMT officers being released to the entire chapter.

### **Elections Committee Meeting: Appointing Directors Procedure**

If there are director roles that Elections Committee does not appoint any member to, Elections Committee has a few options.

1. Elections Committee may choose to announce the director role as vacant, when director appointments are announced.
  - Members should notify the chapter president in writing that they are interested in the vacant role and provide a brief statement describing why they are interested and any applicable skills and/or qualifications.

- This would replace any Officer Interest Forms; and members who may not have been eligible during the initial election period, but are eligible now, may submit interest.
  - Elections Committee would meet again and appoint any director roles, using the information submitted by these candidates.
2. Elections committee may also choose not to fill the role, with approval from ATC and the RCS/CAC/NCC.

# ***Concluding Elections***

After directors have been appointed, the president should email the list of all newly elected/appointed JCMT officers to chapter members, and copy the entire advisory team, regional team members (RCS/CAC/NCC, Regional Director, etc.) and collegiate development specialist (CDS) who works with the chapter.

The president should also enter all new officers using the Update Officers Task in Anchorbase. The start date should be the date of Officer Installation.

The chapter president should begin encouraging incoming and outgoing officers to have one-on-one onboarding meetings, prior to the Officer Onboarding Workshop.

Chapter president should inform advisers and all new officers of the date/time for Officer Onboarding Workshop and begin planning the agenda.

# Special Election Procedure

Special elections must take place when there is a vacancy in a role, outside of the regular election process. This could occur if a member resigned their role, or from Delta Gamma, lost their position due to probation, or their membership status changed where they are no longer a member.

Officers who go on Excused Status while in-office may appeal to the RCS/CAC/NCC to keep their officer role, if interested. If they chose not to, or the RCS/CAC/NCC does not approve, this position would need to be filled using the special elections procedure. Special election procedure is slightly different than the regular election process in an effort to fill the role efficiently. Special elections vary by the length of time left in the officer term, as well as if the vacancy occurs over summer break, and is different for elected (CMT and Honor Board) and appointed (director) roles.

## Variations of Special Election Procedures

**If a vacancy occurs in a chapter elected role (CMT or Honor Board) when there are more than three months (from the date of Officer Installation of next year's officers) remaining in the term:**

1. The vacancy shall be announced at the first available chapter meeting.
2. Interested candidates must contact the advisory team chair for approval within five days following the announcement.
3. Chapter management team meets to prepare the ballot prior to the next chapter meeting when the election will be held. There is no chapter nomination process as there is in the regular election process.
  - CMT's role is to approve the candidates to run for office, and is not selecting or slating any individuals.
  - CMT should provide a minimum of 48 hours notice to candidates they've been approved to run, and given instructions for any materials or speeches to prepare. The process outlined in the chapter's Bylaws and Standing Rules for speeches and elections should be followed.
4. See the "Elections Meeting: Voting Procedure" section earlier in this handbook for guidance on the voting process.

**If a vacancy occurs in an appointed role (director position) when there are more than three months more than three months (from the date of Officer Installation of next year's officers) remaining in the term, steps 1 and 2 above shall be followed. Then CMT will meet to appoint a replacement, following the director appointment process outlined earlier in this handbook. See the "Elections Committee Meeting: Director Appointment" section for more information.**

**If three or fewer months remain in any elected or appointed officer term when the vacancy occurs (from the date of Officer Installation of next year's officers):**

1. The vacancy shall be announced at the first chapter meeting.
2. Interested candidates must contact the advisory team chair for approval within five

days following the announcement.

3. Elections Committee will appoint a member to fill the vacant position with ATC approval.

**If a vacancy occurs in an elected (CMT or Honor Board) role during an extended break (i.e. summer), and there are more than three months remaining in the term (from the date of Officer Installation of next year's officers), the chapter should elect the vacant role electronically, following these guidelines.**

1. The chapter president communicates the vacant position(s), the electronic voting process and asks interested candidates to submit their interest in writing to the president within a specified timeline (no longer than two weeks from announcement).
  - If the chapter is electing a position where a speech process would be followed during a normal election cycle, according to the Chapter's Bylaws and Standing Rules, candidates should have the option to write a similar-length written statement as part of their interest.
2. Chapter president provides interested names to the advisory team chair for approval. There is no ballot nomination process.
3. The chapter president communicates, in writing, the names of the approved candidates to the chapter and any written statements if applicable.
  - Along with this, the chapter president should distribute a voting form (Google form recommended), similarly to voting procedure.
  - All eligible members should vote in this election and quorum must be reached.
    - Members who graduated in the spring are considered alumnae and should not vote.



- Members who are currently on any Excused Status, including studying abroad, should vote as long as they are in good standing and are initiated.
4. Members submit vote electronically within seven days of the distribution of candidates.
  5. Chapter president announces to the chapter the newly elected officer(s) via email and updates the Officer Roster in Anchorbase under Update Officer Task.
  6. Onboarding for new officer begins.

**To fill an appointed (director role) over an extended break with more than three months remaining in the term (from the date of Officer Installation for next year's officers), the president should follow these steps.**

1. The chapter president communicates the vacant position(s) and asks interested candidates to submit their interest in writing to the president within a specified timeline (no longer than two weeks from announcement).
  - As there are no speech processes for director roles, candidates should not be required to provide a written statement. However, chapters are allowed to ask for this as an optional part of the process.
2. Chapter president shares with the advisory team chair the list of candidates for approval.
3. Chapter president shares with CMT the names of approved candidates and any information provided by candidates. CMT works together to appoint a candidate to the director role.
4. Chapter president contacts the candidate CMT would like to appoint, to offer the role and confirm the appointment.
5. Chapter president contacts any other interested candidates that were not appointed, to inform them of the appointment.
6. Chapter president announces to the chapter the newly appointed director.

# Campaigning

It is within Delta Gamma's values and Culture of Care, that there shall be no campaigning during the election process. Members have the opportunity to learn more about each candidate through information provided by the candidates (Officer Interest Form and Candidate Information Slide) as well as candidate speeches. Voting is a private matter and each individual has the right and obligation to make their own decision. Discussion of elections with other initiated members, new members and non-members must be avoided. Members who do not adhere to this policy may be brought before Honor Board.

## Accountability Process for Campaigning

All members/new members of the chapter will be informed that campaigning is prohibited. Campaigning is defined as working in an organized and/or active way to persuade chapter members/new members to support a candidate or to discourage them from voting in favor of another candidate.

Failure to comply will result in the Elections Committee discussing the issue with the noted candidate and taking appropriate action (outlined below in Campaign Penalties). The following rules apply regarding communication between candidates and chapter members/new members:

- Candidates will not utilize social media in any manner that may be construed as campaigning
- Election-related verbal and written communications including, without limitation, verbal discussions, letters, phone calls, text messages, social media, and all other forms of electronic communications, etc. sent by the candidate or on a candidate's behalf will not be permitted
- Signs, posters, notes, literature, favors, proposed ballots, and other publicity-type items are prohibited prior to and during the elections process
- Members/new members shall not be instructed or encouraged how to vote
- Members/new members shall not share who they are voting for, with other members
- Members of the Elections Committee will refrain from promoting possible candidates, or sharing any details regarding the conversations held during Elections Committee

## Violations

- Any violation of campaigning restriction(s) should be reported to the Elections Committee either verbally or in writing.
- The Elections Committee is authorized to investigate both verbal and written complaints.
- If, after further inquiry and review, the Elections Committee finds insufficient evidence to substantiate a violation, the candidate will be informed that no violation has occurred. The Elections Committee will then make every effort, within reason, to clear up any misinformation.

- If, after further inquiry and review, the Elections Committee determines that a violation has taken place, the candidate for whom the campaigning has occurred will be informed and asked to address the situation. The Elections Committee will then make every effort, within reason, to clear up any misinformation.

## Campaign Penalties

Candidates found to have a substantiated campaign election violation shall be subject to the following process:

- **Level 1 Warning:** In the event of a substantiated campaign election violation, the Elections Committee will notify the candidate, inform them of the violation, review the Campaigning Guidelines regarding the violation, and direct the candidate to take appropriate measures to avoid future violations. The Elections Committee will remind the candidate that an additional violation could result in either a Level 2 or Level 3 Warning.
- **Level 2 Warning:** In the event there are two (2) substantiated campaign election violations, the Elections Committee will notify the candidate, inform them of the violation, and review the Campaigning Guidelines regarding the violation, ask the candidate to take appropriate measures to avoid future violations, and provide suggestions on how to mitigate additional violations from occurring. The Elections Committee will remind the candidate that an additional violation will result in a Level 3 Warning.
- **Level 3 Warning:** In the event there are three (3) substantiated campaign election violations, the Elections Committee will notify the candidate, inform them of the violation, and let the candidate know if the violation will be announced to the chapter by the Elections Committee prior to the chapter's election. The Elections Committee will remind the candidate that an additional violation will result in the candidate's possible removal from the ballot by the Elections Committee.
  - Announcement of Level 3 substantiated campaign violations will automatically be announced. The Elections Committee will only announce that the candidate was issued a Level 3 Warning as set forth in the Campaigning Guidelines. The candidate will then be removed from the ballot by the Elections Committee.

*Note: See "The Elections Committee" section on holding members of Elections Committee accountable to confidentiality and campaigning.*

# ***Role of Advisers in the Elections Process***

Generally, during election processes, advisers should act in an advisory capacity and allow the chapter officers to run their own election process. Advisers role in elections includes the following:

- remind officers and members of policies and procedures related to the elections process
- answer questions
- serve as a confidante to any member
- guide Elections Committee on effective decisions

Advisers should not:

- instruct officers or members what to do
- interfere in the election process in any way
- provide personal opinions on desired outcomes or candidates

Advisers should attend the following meetings in order of occurrence.

- Elections Overview Presentation: member education adviser
- Election of Elections Committee members-at-large members: advisory team chair and/or member education adviser (can do at the same chapter meeting as the presentation of the elections process)
- Elections Committee meetings (all): advisory team chair must attend Elections chapter meeting: advisory team chair must attend
- Officer Onboarding Workshop: all advisers should attend, if possible to meet with newly elected/appointed officers
- Officer Installation: any adviser can attend, but an adviser should be present

Approving candidates to appear or not appear on the ballot:

- The ATC is required to approve all names that appear on the ballot, as well as any that the elections committee would like to not appear on the ballot.
- Approving names to appear on the ballot should at this point, be a formality, given that members already need to be eligible, receive the 5% of chapter nominations, and have confirmed interest in that role.
- Approving Elections Committee to omit a name from the ballot, is up to the ATC discretion and should be used sparingly. This should only occur if the Elections Committee, or the ATC, has serious concerns of an candidate's ability to perform the duties of a role, serve as a good leader and role model for the chapter, and represent Delta Gamma in the way that reflects the Fraternity and chapter in a positive light.
- ATCs should use caution when making decisions that are contradictory to the decisions of Elections Committee, such as not approving a candidate's name to appear (or not appear) on the ballot.

- If an ATC needs guidance on approving or not approving something related to elections, they should reach out to the chapter's RCS/CAC/NCC and may consult the Fraternity Director: Chapter Operations as necessary.

#### ATC role on Elections Committee:

- The ATC is a non-voting committee member and should act as an observer, timekeeper and ensure positive and productive conversation.
- ATC should hold Elections Committee to process and policies during Elections Committee meetings and during the elections chapter meeting.
- ATC should hold chapter leaders and members to the chapter's Bylaws and Standing Rules for elections-related items.

# ***New Members in the Election Process***

Many chapters bring new members into their chapter during the fall term when they are also electing new officers. The timing of Inspiration and Initiation, combined with the timing of elections, can impact the involvement of new members in the elections process. Chapters should look at the timing of both processes and ensure that the timing of Initiation will not negatively impact elections. See below for eligibility of new members in the various aspects of elections.

- It is recommended that new members who join during the fall term, are initiated prior to ballot nominations, so they are able to fully participate in the process. In this scenario, these newly initiated members are eligible to run for elected and appointed roles, as well as nominate members and vote in elections.
  - Chapters should avoid scheduling Inspiration and Initiation during the week between ballot nomination chapter meeting, and the elections chapter meeting. This is to minimize confusion and keep number of votes fairly even between both parts of the process.
  - If new members will be initiated at a point in time where they would be eligible for elected or appointed roles – the chapter president should mark them as eligible during the Officer Certification Task.
- Members need to have been initiated at least the spring term prior to elections to serve on the Elections Committee; therefore new members initiated even before electing Elections Committee members-at-large would still be ineligible to run. If this poses an issue for the chapter, see the FAQ section of this handbook.
- It is beneficial for most chapters to have new members initiated prior to appointing directors, as JCMT is a great way for new members to take a leadership role and get involved.
  - If initiation is not scheduled prior to ballot nominations, chapters who wish to have newly initiated members eligible for director positions, should schedule Inspiration and Initiation the same week after elections take place.
  - The second Elections Committee meeting to appoint directors would need to be scheduled within a week of Elections, but after Inspiration and Initiation in order for newly initiated members to be eligible.

# ***Virtual and Excused Status Members in the Elections Process***

## **Submitting Interest for Office**

- Members who are currently studying abroad or on Excused Status but will be back on campus for the time they take office should be included in the elections process as normal.
- Members who are applying to Excused Status for the semester they wish to hold office, must seek approval for the RCS/CAC/NCC before they appear on the ballot.
  - This can be collected, and communicated to the RCS/CAC/NCC for approval by the vp: social standards on behalf of members on Excused Status who wish to run for office.

## **Ballot Nomination, Elections, and Serving on Elections Committee**

All eligible members (abroad, Excused Status, etc.) have the right to nominate members for the ballot. Members can be included virtually in the ballot nomination meeting, if necessary.

Members currently on Excused Status should seek approval from the ATC to be elected as Elections Committee member-at-large.

## **Virtual Participation in Ballot Nomination or Elections:**

The Elections Committee has the ability to approve members to attend virtually to the elections chapter meeting.

- Delta Gamma wants to be inclusive and accommodating to all members, and we realize certain circumstances may prevent members from attending in person.
- This could be used for members who are on Excused Status as they are not physically on-campus (such as co-op or study abroad), or extenuating personal, medical, or family circumstances that would not allow a member to attend in-person but could join a video call.

Members should reach out to the president directly to share that they are unable to attend the chapter meeting in-person and provide the reason. Members may request for that reason to be kept confidential from the rest of Elections Committee.

Members who are remote (abroad, or unable to attend meeting due to extenuating circumstances), should have the opportunity to video call into the meeting somehow and vote electronically at the same time others do. They are included in the quorum count, as explained in the example below.

If members abroad are included in the voting process, this would impact quorum. For example, if a chapter has 15 members abroad and 75 members on-campus, the voting strength would be 90.

Therefore, the chapter would need to meet the quorum percentage (found in the BLSR) of 90 members.

Contrarily, if the chapter decided not to include abroad members due to the challenge of technology or time zone difference, etc. then the voting strength would only be 75, and the chapter would only need to meet quorum percentage of 75 members.

## ***Resources***

The following resources are provided to assist chapters with the election process.

- Elections Handbook (this document)
- Elections Procedure section in the chapter's Bylaws and Standing Rules
- Candidate Information Slide Template
- Template Google Form
- The Pursuit Modules
- Elections Overview Presentation slide deck, to be presented to the chapter by vp: member education
- Template slides to list candidates for each role
- Using Google Forms for Voting Guide
- Live virtual trainings provided by Executive Offices: Officers will receive email communication regarding these opportunities



# *Frequently Asked Questions*

**If a member is unavailable for a scheduled Elections Committee meeting, and is interested in running for Elections Committee member-at large, does this impact their eligibility to serve on Elections Committee?**

Chapters may use their own discretion of availability for previously scheduled meetings, being a factor in running for Elections Committee members-at-large. If there are a large amount of nominees for at-large, maybe chapters prioritize those who can make attend meetings.

Contrarily, if there is a limited pool, chapters may choose to allow the member to run, knowing they will need to reschedule Elections Committee meetings and that could impact the elections timeline. Presidents should work with their ATC for guidance on this.

**What if we are unable to find interested and eligible candidates for the number of Elections Committee members-at-large needed for my chapter size?**

Chapters may work with their RCS/CAC/NCC to receive guidance on this scenario. The RCS/CAC/NCC may approve a chapter to allow newly initiated members (initiated in the fall term) to join Elections Committee, if needed.

**Does a member have to submit an Officer Interest Form to be added to the ballot for any role?**

Yes, a member must submit an Officer Interest Form to be eligible for any elected or appointed role during the regular election cycle.

**Is there a limit to the number of names that can appear on the ballot for one role?**

No. All members who receive the required nomination percentage and accept the nomination/submitted interest on the Officer Interest Form can appear on the ballot for those roles.

**Can members appear on the ballot for multiple roles?**

Yes. Members can appear on the ballot for any roles they receive the required percentage of chapter nominations for and accept the nomination/submitted interest on the officer interest form.

**Can members hold multiple roles?**

For chapters over 75 members, members should not hold dual roles. A member elected to a vice president role should not be elected to an Honor Board role and vice versa.

For chapters with 75 or fewer members, directors may also have been elected to Honor Board members-at-large roles.

For chapters of most sizes, it is not recommended CMT members also hold any other role (director or Honor Board), but may do so with RCS/CAC/NCC approval.

For chapters of most sizes, it is not recommended that members hold multiple director roles. It would be encouraged in that scenario, for the chapter to review their director roles as a whole, and determine if there are any director roles that could be combined/dissolved.

If a chapter has concerns regarding filling all roles without dual appointments, they should work with their RCS/CAC/NCC for guidance.

### **Is there a Fraternity rule for how long speeches should be, and if we have to have them?**

No. Each chapter may make their own determination for speech procedures and should include within their Bylaws and Standing Rules. Some common examples/ideas are:

- Each officer is given a specific time limit for a speech regarding why they are the best fit for the role. Time limits are generally one to two minutes. Chapters should keep in mind how many members they expect to run for each role, and potentially limit speeches on the shorter side, if they anticipate a lot of candidates.
- Chapters may also choose to only do speeches for specific elected roles as outlined in their chapter's Bylaws and Standing Rules. For example, a chapter may choose to have president, vp: membership, vp: member education, and vp: programming conduct speeches as roles who are frequently talking to larger groups of people, or not require speeches for Honor Board members-at-large.
  - Chapters must follow their BLSRs process created the previous spring, and should not change the speech requirement/process unless otherwise approved by the RCS/CAC/NCC, and then voted on by the chapter as a BLSR change, a minimum of one week prior to Elections meeting (at the latest, this would occur during the ballot nomination meeting).
  - If chapters choose to have certain elected roles not conduct a speech, they may choose another form of sharing information such as written statements shared with members, pre-recorded videos, or use the Candidate Information Slide. This information can be shared with members prior to voting, a minimum 24 hours recommended.
  - Candidates would still be voted on during the elections meeting, following the Voting Procedure guidelines earlier in this handbook.
- When developing the speech process in the Bylaws & Standing Rules revision process, chapter officers should consider their chapter culture, size of chapter/general amount of interest in leadership roles, and fairness of candidates.

### **What should members write about during their speech?**

Members should focus on their skills, qualifications, and ideas for the position. Members should not use their time to speak negatively about any other candidates, nor should they use that time to indicate they do not want the role. If a candidate is not willing to accept a role they are on the ballot for, they should notify the president at least 24 hours in advance.

### **What if my chapter's process is different than the process outlined?**

Chapters should follow the Fraternity-approved elections process as outlined throughout this handbook.

For circumstances that occur that are not provided answers for in this handbook, chapters should contact their RCS/CAC/NCC, who can also contact the Fraternity Director: Chapter Operations for further guidance at [chapteroperations@deltagamma.org](mailto:chapteroperations@deltagamma.org).

Outdated, or chapter-specific, practices that should not be allowed, unless otherwise approved by RCS/CAC/NCC:

- Elections Committee slating specific candidates, i.e. only choosing one (or even just a few) qualified candidates for each elected role, and having the chapter vote to approve those candidates.
- Elections Committee conducting interviews as a required part of the Elections Process.
- Chapters can consider having an event prior to elections where interested candidates can meet with Elections Committee, or current officers, to learn more about the roles and the Elections Process. This event could help encourage members to run for positions and talk more about their skillset and roles for which they would be a good fit.
- Chapter members discussing or sharing pros/cons of each candidate after speeches.
- Chapters allowing another member to speak on candidate's behalf prior to the candidate's speech, sometimes known as a 'pro' speaker.
- Allowing members to "challenge" the ballot after being released.
- Requiring members to be a junior to run for president.
- Referring to Elections Committee as "Nominating Committee" or "NomCom"

### **Can my chapter require a certain amount of Elections Committee members to be specific member classes, or other requirements?**

Chapters may not hold specific spots on the Committee for members in specific member classes, or institute any additional requirements to serve on Elections Committee (i.e. must have served as an officer before or currently, must have a certain GPA, etc.).

No other officers or members may be added to this committee except the ex-officio members listed above, and the amount of members-at-large listed above based on chapter size.