



# REGION ELECTION PROCEDURE

AP #2005

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## I. Candidate Process

- A. The Vice President of Regional Affairs shall instruct and require the Regional Affairs Committee to establish an Election Timeline by the end of February.
- B. After the timeline is established, the Regional Affairs Director will distribute, via proper communication networks (LISTSERV, social media, direct contact to delegates, notice to SBAs), the Candidate Eligibility Form, Candidate Statement Guidelines, and the Elections Timeline, to their Region.
- C. The Candidate Eligibility Form and Candidate Statement must be submitted to [verify@ssccc.org](mailto:verify@ssccc.org) by the student candidate's advisor or college official.
- D. The Executive Director will verify eligibility and notify all applicants of their eligibility.
- E. Candidate statements will be sent out via proper communication networks and directly to all verified region delegates and posted on the SSCCC region webpage.
- F. Candidates may be nominated from the floor during the Delegate Assembly at which elections are held. Any candidate who is elected after being nominated from the floor shall have ten business days to provide all necessary forms to prove eligibility. If the candidate fails to provide all the documentation required or does not meet the eligibility requirements for the position, the runner-up for the position shall be declared the winner. If there is no runner-up, a new election will be held.

## II. Candidate Statement

A **one-page** biography with your name, college, candidate position, and the following:

1. After reviewing the job description for the position, what activities and special skills make you qualified, and why are you running for this position?
2. Please briefly discuss the core commitments of the Vision for Success and your understanding of diversity, equity, and

inclusion.

3. What issue(s) in higher education are you most dedicated to addressing and why?
4. Additional Questions for RAD and LAD.
  - a. What makes you best suited to serve as a voting member on the SSCCC Board of Directors?

### **III. Elections Process**

#### **A. Regular Elections**

1. The Region shall hold regular elections for its Region Officers beginning at the Spring General Assembly: The process shall be as follows:
  - a. The Region Chair or Vice President of Regional Affairs shall chair the elections. No candidate for any position shall chair an election.
  - b. The elections process shall occur individually by position: Regional Affairs Director, Vice Chair, Legislative Affairs Director, Treasurer, and Communications Officer.
  - c. The chair, in alphabetical order by last name, will announce the eligible candidates for the position who have submitted their candidate eligibility form and candidate statement. After all eligible candidates for a position have been announced, the chair shall open the floor for nominations of any other person for the position.
    - i. Nominations may only be made by a delegate of the Region Delegate Assembly.
    - ii. Self-nominations by a delegate shall require a second from another delegate.
    - iii. A member of the public may request a nomination by a delegate after recognition by the chair.
    - iv. Nominations must be accepted by the nominee before being considered valid.
    - v. Once no further nominations are heard, the elections for the position shall be closed.
  - d. Candidate statements, the presentation of questions, and candidate responses shall occur in alphabetical order by last name.

- e. Each candidate shall make a statement of no more than 3 minutes.
- f. The Region Delegate Assembly may ask the candidates no more than three questions.
  - i. Once the candidates have made their statements, the chair shall open the floor for three minutes for the submission of questions.
    - 1. Questions do not need to be submitted for any candidate running unopposed.
      - a. They can be voted in by acclamation.
    - 2. The chair will gather and compile all questions submitted.
    - 3. Delegates, students, and any interested party other than candidates may submit questions.
    - 4. The chair shall close the floor once the time limit for the submission of questions has elapsed.
  - ii. The chair will review and select three questions from those submitted to ask all candidates.
    - 1. Questions submitted by delegates shall be prioritized.
  - c. The chair shall present one question at a time from those selected for each candidate to respond.
    - i. Each candidate shall have no more than one minute to respond to the question.
- g. Election votes may be recorded by a roll call vote or a ballot. Ballots shall include the name of the voting member and the name of the candidate\ . The ballots shall be collected and publicly counted.
- h. In the event, no candidate receives a majority (more than 50% of present delegates), the two candidates receiving the most votes shall enter into a runoff election.
  - i. If the votes remain tied, the chair will break the tie.

- j. Running as a slate, coalition, or independent group of candidates of two or more is prohibited.
- k. Candidates may not discuss anything pertaining to the elections or their candidacy with any other candidate or delegate of the Region.
- l. Once a candidate has won the position, the process will begin again for the next position.
  - i. Losing candidates may run again for another open position.

#### B. Special Elections

1. Elections that are held outside of the regularly scheduled Spring General Assembly will be considered a Special Election. They will be governed as outlined in the general elections. A minimum of seven (7) business days notice must be given in order to hold a special election.

Upon the vacancy of the position of Regional Affairs Director, the Region Vice Chair may succeed to the position of Regional Affairs Director. If the Region Vice Chair declines the position of Regional Affairs Director, the region will hold a special election for the position.

#### C. Special Circumstances

1. In the event a former Region Officer, who has resigned or been removed within a term, is seeking election to another Region officer position within the same term, they must be nominated with a 2/3rd majority vote of the Region Delegate Assembly.

### III. Removals

Removals of Region Officers shall be conducted per SSCCC Bylaws and Regional Policies and Procedures. The Regional Removal Procedures shall be as follows:

1. The person who initiates the article of removal shall be referred to as the complainant. The Region Officer who is subject to the article of removal shall be referred to as the respondent.
2. Only the article of removal submitted by a Delegate of the Region, a Region Officer, the Vice President of Regional Affairs, or the Board of Directors shall be considered.
3. The article of removal shall be submitted to the Region Chair and copied to the President and Executive Director. If the Region Chair is

the subject of the article of removal then the notice shall be provided to the Vice President of Regional Affairs and copied to the President and Executive Director.

- a. The respondent shall be notified within 48 hours of receipt of the article of removal by the Region Chair and Vice President of Regional Affairs.
  - b. The respondent shall have 48 hours to provide a response to the article of removal clarifying inaccuracies to the Vice President of Regional Affairs and Region Chair, copying the President and Executive Director.
  - c. Upon receiving the response from the respondent, the complainant will have 72 hours to repeal the article of removal.
4. If not repealed, the Region Chair or Vice President of Regional Affairs shall notify the Region Delegate Assembly about the article of removal.
5. The Region Chair or the Vice President of Regional Affairs shall chair a hearing within the Region Delegate Assembly and provide the article of removal.
- a. A minimum of seven (7) days of public notice must be given before the hearing.
  - b. No respondent or complainant shall chair the hearing.
  - c. The Chair shall commence the proceedings as follows:
    - i. The complainant shall have up to three minutes to present their article of removal.
    - ii. The respondent shall have up to three minutes to respond.
    - iii. The complainant shall have up to two minutes to argue in favor of the article of removal.
    - iv. The respondent shall have up to two minutes to refute the claims of the article of removal.
    - v. The Chair will allow up to 15 minutes for the Delegate Assembly to ask questions pertaining to the case.
    - vi. The Region Delegate Assembly shall then hold a vote to remove the Region Officer.
      1. A two-thirds majority vote is required for the removal to be enacted.

Approved by the Board of Directors May 1, 2020

Approved by the Board of Directors February 13, 2021

Approved by the Board of Directors February 11, 2023