



Society Elections

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The society elections guide aims to outline the dos and don'ts for society elections, serving as a vital tool in ensuring fairness and equity within the society's electoral process.

Society Elections Policy

- Society executives are required to notify SMUSA's VP of Societies of the election at least two weeks prior to the scheduled voting date.
- Communications to society members regarding the open executive positions must be communicated at least two weeks (14 days) in advance of the society voting date.
- Society executives are required to send the Candidate Package at least 24 hours before the election to the VP of Societies.
- Candidate Package must outline the following information about the candidates running in the election:
 - Name(s)
 - Executive position(s) they are running for
- Candidate Package may include a written introduction (maximum of 250 words) of their campaign platform upon society executives' request.
- Candidate Package is used to create the voting materials.

Society Elections Meeting Process

Society executives may choose to invite their membership to an election meeting through the following methods:

- Online
 - A Zoom link will be sent by the VP of Societies to society executives for the elections meeting.
 - Society executives should ensure that the link is distributed to all members.
 - The Zoom meeting is facilitated by the VP of Societies and may include the following events:
 - Introductions by candidates
 - Candidates' goals and priorities
 - Q&A session with membership

- In-person
 - An in-person meeting will be held with the society executives and election candidates.
 - Society executives should ensure that all members are informed of the meeting.
 - The meeting is facilitated by the VP of Societies and may include the following events:
 - Introductions by candidates
 - Candidates' goals and priorities
 - Q&A session with membership
- Hybrid
 - An in-person meeting will be held with the society executives and election candidates.
 - A Zoom link for the meeting will be set up and sent to the society executives by the VP of Societies.
 - Society executives should ensure that all members receive the Zoom link and an invite to the in-person meeting.
 - The Zoom link is to be distributed among all members of the society.
 - The meeting is facilitated by the VP of Societies and may include the following events:
 - Introductions by candidates
 - Candidates' goals and priorities
 - Q&A session with membership

Society Elections Voting Modes

- Online Link
 - A voting form will be created by the VP of Societies using the Candidates Package.
 - A voting link containing all the candidates' names and positions will be provided by the VP of Societies on the day of the elections.
 - The voting link will be open for 24 hours with the requirement that 50% of the voting members of the society have voted.
 - If a voting quorum (50% of voting members) is not reached after 24 hours, the link will be kept open for 48 more hours or until 50% of voting members have cast a vote, whichever happens first.
- In-person ballots
 - Should society executives choose to use in-person ballots for their elections, all voting members who would like to vote have to be present at the in-person meeting in order to cast a vote.
 - Society executives will have to prepare the following items:
 - A ballot box
 - Ballot papers enough for entire voting members
 - Designated person(s) to check their SMU IDs to ensure they are voting members of the society.
 - This entire process will be monitored and facilitated by the VP of societies.

Checklist for Society Executives

- Notify the VP of Societies regarding the intention of conducting elections.
- Liaise with the VP of Societies to schedule a voting day.
- Inform members about the available positions.
- Compile information from candidates to put together a Candidate Package.
- Decide if an election meeting will be held
- If an elections meeting is conducted, decide and communicate the mode of delivery (online, in-person, or hybrid) to the VP of Societies and members.
- If an elections meeting is conducted, liaise with the VP of Societies to schedule the meeting.
- Decide on voting mode and inform the VP of Societies of decision (online, in-person).
- At all times, remember to keep your membership informed :) Good luck and have fun!!