GSA CLUB ELECTION POLICY

As of August 1, 2020 all GSA club elections must be held online via UBLinked. Clubs will need to work with the Office of Student Engagement in order to set up their elections in order to be hosted on the platform. Please follow the guidelines listed below:

**Elections on UBLinked**

Student Engagement is able to support student clubs and organizations in facilitating the election process and build online elections through UBLinked. In order to utilize UBLinked for your elections, you can follow these steps.

1.) Compile list of nominees for vacant positions and then complete the UBLinked Elections Form. Candidates for the election must be decided BEFORE the election can be built. Access to the UBLinked Election Form can be found below.

   https://buffalo.campuslabs.com/engage/submitter/form/start/226028

2.) The organization election chair must contact respective governing board to ensure election compliance. **These two steps must be completed 3-4 weeks before you wish to hold your election.**

3.) The organization election chair must email Tom Vane, Assistant Director of Student Engagement for Student Governance & Organizations, at tmvane@buffalo.edu with:

   · List of confirmed candidates and the positions for which they are running
   · List of names and email addresses of all members on roster. This should be consistent with roster on UBLinked club page
   · Organization election chairs may also email PDFs of candidate statements that will be linked to candidate names on the ballots.

4.) Student Engagement will communicate with the organization election chair to confirm election form on UBLinked. The organization election chair must give their final approval of the ballot before the election start date.

5.) Student Engagement will build the election tool and email the link to the election chair or individual responsible to facilitating the election. Access levels will be double-checked to ensure confidentiality of results.

Important things to remember:

   · Primary Contacts within organizations may lose access during election periods
   · The election building process needs to begin at least 3-4 weeks before you want to hold your election.
   · Eligibility lists and requirements will not be changed after the election has begun.
· Access levels, confidentiality, and security are a priority of both Campus Life and UBLinked and will be taken seriously to ensure fairness in all elections.

· Election results will be dispersed to contact person listed on your election form from a staff member in Campus Life by noon the following business after the election has closed.