



UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

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GSA CLUB ELECTION POLICY

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

Elections on UBLinked

Getting Started

1. Log in to UBLinked
2. Go to your organization's page
3. You must ensure that all members who are eligible to vote in the election are members of your club's UBLinked page, only members of UBLinked are able to access the ballot
4. Click **Manage Organization** in the top right corner of the page
5. Click the three-barred hamburger menu in the top left corner of the page, to the Organizational Tools section
6. Click **Election**

Creating Election

1. Click the blue **+CREATE ELECTION** button in the top right corner of the page
2. Type the name of the election
3. You are welcome to click "Include Instructions" and add instructions if you would like
4. Click the **Active** button. When the election is set to *Active* and it falls within the date ranger, users will be allowed to access the ballot
5. Select the start date and time and end date and time
6. The last option is whether to allow users outside of your organization to vote in the election. Checking the box will limit it to only users within your organization roster. Student Engagement recommends clicking that box
7. Hit **Create** (It may also appear as a **Save** button)

Setting up the Ballot

1. You'll then be taken to a main screen with the election listed. To create the ballot, click on the election you made and then click on the "Ballot" tab at the top of the page. From there you can create your ballot
2. You can create as many ballots as you need. Enter the name of your ballot and make sure it is set to **Enable** to allow all members to access the ballot and vote
3. Click **Create**
4. You will now be taken to the Form Builder. When you're ready to start adding questions into the form, take a look at the list of question types that are available to you. Typical elections use the "Check Box List" option for a multiple choice question that allows students to choose more than one option or "Radio Button List" for a multiple choice question that only allows users to select one option.

4. For each of the question types, you also have additional question options. Once you have created a question, click on the blue Edit icon within the question to view its additional options.
 - a. You can “Require” a question be answered if you want the question to be mandatory for students before proceeding.
 - b. You can “Shuffle Answers” if you want the answers to appear at random for each user
 - c. If you are utilizing the “Check Box List” option, you can identify the minimum or maximum number of answers a student can select

Adding Candidate Statements

1. If you would like your election to include candidate statements linked with each nominee name you can do that
2. Click **Manage Organization** in the top right corner of the page
3. Click the three-barred hamburger menu in the top left corner of the page
4. Click **Documents**
5. Add candidate statements as PDFs by using the blue **+Add File** button
6. Once uploaded, click the three buttons to the right of the statement
7. Click **Share**
8. Copy the link
9. Return to the ballot and select the answer with the appropriate candidate’s name on it and click the **Hyperlink** chain button
10. Paste the link and hit okay

Once the election is complete, go to the **Results** tab and click the dropdown button to see the results of the election. Please note that clubs will need to share either a screenshot of the results page, or the exported excel file with the GSA office in order to verify compliance with all election regulations.
