



Student Bar Association
Executive Elections Committee
Handbook

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1.0—Responsibilities of the Executive Elections Committee

The Elections Committee shall establish such regulations regarding the conduct of the elections and campaigning, as it deems necessary, and shall inform the Student Body of all pertinent regulations as proscribed in the Elections Handbook. The SBA Executive Elections Committee shall be responsible for the publication, conduct, certification, and scheduling of all SBA elections. The Committee shall be comprised of a Chair, a Vice-Chair, and committee members.

1.1—Committee Chair

The Chair of the SBA Executive Elections Committee shall be responsible for making and enforcing all procedures and protocols pertaining to the election of all members of the SBA Executive Board and General Assembly. The Committee Chair shall be appointed by the SBA President before the end of the spring semester to hold the position for the upcoming academic year, and may not be a member of the SBA General Assembly. The Committee Chair is not eligible to run for an elected position of the SBA General Assembly while holding the position of Committee Chair.

1.2—Committee Vice-Chair

The Vice-Chair of the SBA Executive Elections Committee shall be responsible for assisting the Committee Chair in making and enforcing all procedures and protocols pertaining to the election of all members of the SBA Executive Board and General Assembly. The Committee Vice-Chair shall be appointed by the SBA President before the end of the spring semester to hold the position for the upcoming academic year, and may not be a member of the SBA General Assembly. The Committee Vice-Chair is not eligible to run for an elected position of the SBA General Assembly while holding the position of Committee Vice-Chair.

1.3—Committee Members

Any member of the student body may be a member of the SBA Executive Elections Committee. Any member who will not be seeking election to any SBA office shall be eligible to serve as a member of the Elections Committee, subject to appointment by the Committee Chair.

2.0—Elections Timeline

2.1—Fall

- Elections for 1L class representatives must take place within the first three weeks of classes
- 2-3 weeks before elections: email Professors to ask permission to use class time.
- 1 week before elections: go to all 1L classes at the beginning of the week to remind them about nomination forms. Nomination forms are due at the end of the week.
- After the nomination forms are collected and recorded and the times are confirmed with the professors, the candidates must be notified of the time of the election and the rules, which were distributed with the nomination forms.
- Elections take place during the last 10 minutes of classes. Typically the elections are held during the Contracts class, and should be done so unless the professor does not allow them.

2.2—Spring

- Elections for Executive Board, 2LD, 3LD, 2LE, 3LE, and 4LE class representatives—must take place no later than the third week in April.
- 4-5 weeks before elections: an e-board elections informational session will be held to provide students with the opportunity to learn more about executive board duties. There should be two sessions to accommodate evening as well as day students. Nomination forms are made available at this time.
- 2-3 weeks before elections: email Professors to ask permission to use class time. Announcements for elections and the elections committee must be sent to the student body no less than two weeks before the nomination forms are due.
- Elections generally take place during the current 1L's Civil Procedure or Property class, and the 2LD's Criminal Procedure Class. Elections for 2LE are done during a required class, and 3LE elections are done during one or two classes with the most students in them. The Elections Committee may also elect to hold the election at another time to be organized by the Elections Chair.

3.0—General Election Rules for Candidates

Each Candidate is responsible for obtaining and following the rules set forth by the Elections Committee. Failure to comply with any rule will result in the automatic forfeiture of the student's candidacy. By signing the Nomination Form, each candidate agrees to the rules and regulations set forth by the Elections Committee.

3.1—Responsibilities of Candidates Before Elections*

3.1.1—Candidates for Executive Board Positions

All students intending to run for a position on the Executive Board of the Student Bar Association (President, Vice-President: Day, Vice-President: Evening, Treasurer, Secretary of Communications, or Chief Justice) are required to submit a nomination form to the Elections Committee containing fifty (50) signatures from qualified New England Law | Boston students supporting their candidacy. Qualified students include non-graduating students within the constituency of the position sought.

In addition to a nomination form, all potential candidates are required to electronically submit to the Elections Committee a letter of intent that should detail: (1) the candidate's interest in the position, (2) what personal characteristics qualify the candidate for the position, and (3) any relevant experience that could contribute to the candidate's success in office. The letter of intent should be no more than 250 words. The submission of a resume is recommended but not required. A color photo may be submitted with the letter of intent.

Any student interested in an Executive Board position must personally consult with the current Executive Board member holding that position. This must be confirmed to the Elections Committee by that board member no later than the due date for nomination forms.

Students are permitted to run for an Executive Board position, a Non-executive board position, and/or a class representative position. The same individual cannot hold more than one elected position. The candidate will fill the highest position to which he/she is elected by plurality vote in descending order (Executive Board; Non-executive Board; Class

Representative). The next candidate in the remaining positions with the most votes would then be elected to those positions for which the previous candidate withdrew as a result of being elected to the higher office. All candidates running for multiple positions must submit separate nomination forms conforming to all requirements.

All submissions must be delivered to the Elections Committee by the designated date and time as set forth by the Elections Committee. Late submissions will not be accepted. Failure to conform to these requirements will result in the automatic forfeiture of a student's candidacy.

3.1.2—Candidates for Non-Executive Board Positions

All students intending to run for a Non-executive Board position of the Student Bar Association (ABA Delegate or Associate Justice (2)) are required to submit a nomination form to the Elections Committee containing fifty (50) signatures from qualified New England Law | Boston students supporting their candidacy. Qualified students include non-graduating students within the constituency of the position sought.

In addition to a nomination form, all potential candidates are required to electronically submit to the Elections Committee a letter of intent that should detail: (1) the candidate's interest in the position, (2) what personal characteristics qualify the candidate for the position, and (3) any relevant experience that could contribute to the candidate's success in office. The letter of intent should be no more than 250 words. The submission of a resume is recommended but not required. A color photo may be submitted with the letter of intent.

Any student interested in a Non-executive Board position must personally consult with the current board member holding that position. This must be confirmed to the Elections Committee by that board member no later than the due date for nomination forms.

All submissions must be delivered to the Elections Committee by the designated date and time as set forth by the Elections Committee. Late submissions will not be accepted. Failure to conform to these requirements will result in the automatic forfeiture of a student's candidacy.

3.1.3—Candidates for Class Representative Positions

All candidates intending to run for an SBA Class Representative position are required to submit a nomination form to the Elections Committee containing twenty-five (25) signatures from qualified New England Law | Boston students supporting their candidacy. Qualified students include non-graduating students within the constituency of the position sought.

Students are permitted to run for an Executive Board position, a Non-Executive board position, and/or a class representative position. The same individual cannot hold more than one elected position. The candidate will fill the highest position to which he/she is elected by plurality vote in descending order (Executive Board; Non-executive Board; Class Representative). The next candidate in the remaining positions with the most votes would then be elected to those positions for which the previous candidate withdrew as a result of being elected to the higher office. All candidates running for multiple positions must submit separate nomination forms conforming to all requirements.

All submissions must be delivered to the Elections Committee by the designated date and time as set forth by the Elections Committee. Late submissions will not be accepted. Failure to conform to these requirements will result in the automatic forfeiture of a student's candidacy.

***Elections Committee Discretion**

The Elections Committee Chairs reserve the right to accept late nomination forms from students proving extenuating circumstances. This is subject to the approval of the SBA President, and is non-appealable.

3.2—Responsibilities of Candidates During Elections

Candidates must attend all elections on which their position is being voted. Executive board positions excluding Day and Evening Vice-President are voted on during every election. Day Vice-Presidential candidates must attend all day elections, and Evening Vice-Presidential candidates must attend all evening elections.

In the event that a position is uncontested, that candidate must attend all elections in which they would be required to attend if the position were not uncontested. The Elections Chair has the discretion to excuse a candidate for an uncontested position from attending an election if attendance would create undue hardship to the candidate. This decision is subject to review of the SBA President.

All Candidates for class representative positions who are not also running for an Executive Board position *must* aid the Elections Committee in at least one (1) election in which they are not speaking. Any candidate that fails to fulfill this requirement or that misses a required election will automatically be disqualified from running for that position.

3.3—Campaigning

All candidates are encouraged to campaign in a positive manner of their choosing within the following limitations:

- No candidate may use the school's plasma screen, poster boards, or bulletin boards. Posting in unauthorized spaces is prohibited.
- No candidate may use current office hours to campaign.
- No candidate may hand out flyers, candy, etc. during speeches.
- Visual aids that are not distributed and are not distracting will be permitted during the candidate's speech.

3.4—Voting and Ballot Counting

3.4.1 Voting

All candidates shall be elected by plurality vote. No write-in votes shall be considered in the outcome of any election. Ballots shall be made prior to each election. Each student will receive one (1) ballot distributed by the Elections Committee before the commencement of speeches. Students are permitted to circle up to the permitted number of candidates for each

position. Ballots shall be collected at the end of all speeches, unfolded, and handed to the Elections Committee Chair, Vice-Chair, or designated Committee member for counting.

3.4.2 Ballot Counting

Ballots shall be counted by members of the Elections Committee with the help of non-voting Executive Board members as necessary. Each ballot shall be counted twice, with any discrepancy corrected with a third count by the Elections Committee Chair. Ballots are counted by three (3) people, one (1) individually, and two (2) jointly. In the event of a tie for any position, the Elections Committee will determine an appropriate means of breaking that tie.

The ballots shall be sealed and stored in a secure location for a period of not less than ninety (90) calendar days, during which time any Member shall be entitled to review the ballots under the supervision of the Elections Committee chairperson. If the Elections Committee chairperson finds that a Committee member has a heavy bias toward one candidate, the chairperson may ask the member to resign from the Committee or not participate in counting votes for that office.

Ballot counting may take place at any time as long as there is no significant delay in reaching the results. Counting must take place in the SBA office, and no one may enter the office during counting.

Positions are to be filled as follows:

Executive Board:

President: (1)

Day Vice-President: (1)

Evening Vice President: (1)

Secretary of Communications: (1)

Treasurer: (1)

Chief Justice: (1) *See* Section 5.0 for the Chief Justice Election.

Non-Executive Board:

ABA Delegate: (1)

Associate Justice (2)

Class Representatives:

1LD (Fall only): (2 per division)

1LE (Fall only): (2)

2LD: (2)

2LE: (2)

3LD: (2)

3LE: (2)

4LE: (2)

4.0—Procedure During Elections

All candidates shall be afforded an equal amount of time to speak according to the position sought. Executive Board Candidates and Non-executive Board Candidates are allotted sixty (60) seconds each to speak, and Class Representatives are allotted thirty (30) seconds each to speak. All candidates will give only one speech.

There shall be between four (4) and six (6) Committee members assisting at each election: one timer, one announcer, and two to four ballot distributor/collectors. Before each candidate speaks, the announcer will announce the name and position sought of the candidate. The timer will stand in the back of the room and time the speeches. Executive Board and Non-executive Board candidates will receive thirty (30), fifteen (15) and five (5) second warnings. Representatives will receive and fifteen (15) and five (5) second warnings. All candidates must stop when the timer calls time and will be cut off for going over.

All candidates will give a speech before the class is to vote. Either the timer or the announcer will give the instructions to the class as follows:

- Listen to all speeches before voting.
- Circle the permitted number of names (Executive board: one per position, class representative: the number allotted for that class/division).
- Candidates running for multiple positions may be voted on multiple times.
- DO NOT fold the ballots after voting, simply turn them over.
- Pass all ballots into the center of the room and hand back to the collectors.

5.0—Chief Justice Election

The position of Chief Justice is voted on through a separate election held at the last meeting of the SBA General Assembly of the spring semester. The position of Chief Justice will be voted on only by the current members of the General Assembly. All students are eligible for election to the position of Chief Justice. Voting shall take place by ballot and shall be counted immediately following the election.