

CCSG Nominations and Elections Guide

<i>CCSG Elected Position Requirements & Duties</i>	2
President	2
Vice President	2
Speaker of the Commonwealth	3
<i>Nomination Process</i>	4
<i>Campaign Season</i>	4
Candidate & Ticket Campaigning Guidelines	4
Endorsement Guidelines	5
<i>Election Weekend</i>	5
Speaker of the Commonwealth Elections Process	5
Debate format.....	5
Election of the Speaker of the Commonwealth	6
President/Vice President Elections Process	6
Debate format.....	6
Election of the President/Vice President	7
<i>Swearing in and Officer Transitions</i>	7
<i>Commonwealth Fee Board Chair</i>	8
Position Requirements	8
Position Duties	8
Nomination Process	8
Elections Process	8
<i>CFB Committee Members</i>	8
Member Requirements and Duties	8
Nomination Process	9
Election Process	9

CCSG Elected Position Requirements & Duties

President

- Shall be a full-time student attending the University Park Campus during their entire term of office.
- Shall serve until the adjournment of the last Council meeting of the spring semester.
- Must maintain a cumulative GPA of at least 2.50 during their term of office.
- The President shall not hold positions on the executive board of the following organizations: University Park Undergraduate Association, University Park Allocation Committee, Graduate Student Association, Association of Residence Hall Students, Off Campus Student Union, Greek Governing Councils, or any Academic College Student Council.
- The President shall not serve as a voting member of the Board of Trustees.
- Duties include but not limited to:
 - Shall attend all meetings of the Council.
 - Shall prepare, approve, and distribute the agenda for Council meetings seven days prior to the upcoming meeting in cooperation with the Vice President.
 - Shall conduct all necessary communications for the Council.
 - Shall maintain an office at University Park Campus.
 - Shall maintain a file open to all Penn State Students of all actions taken by the current administration.
 - Shall prepare an outline of goals and programs for the upcoming year to be presented at the Summer Leadership Conference at the Behrend Campus August 1st-3rd
 - Shall actively pursue the discussion and involvement of the Council in issues of concern. Fulfillment of this duty should be accomplished through close cooperation and communication between the President, Vice President, Central Staff, Council representatives to University Committees, and the respective SGA delegates from each Commonwealth Campus.
 - Shall advise the Speaker of the Commonwealth on approval or disapproval of a Commonwealth Campus' request for proxy in the event of an emergency.
 - Shall be the Board of Trustees Representative.
 - Shall meet with their respective UPUA counterpart as frequently as needed to maintain a successful working relationship.
 - Shall advise committee directors and assist in the performance of their duties
 - In conjunction with the Vice President, shall appoint all Central Staff positions no later than the Summer Leadership Conference.
 - Shall approve or veto all legislation passed by Council.
 - Shall submit an end of the year report upon completion of their term.

Vice President

- Shall be a full-time student attending the University Park Campus during their entire term of office.
- The Vice President shall be elected by the Council during the second to last Council meeting of the academic year.
- Must maintain a cumulative GPA of at least 2.50 during their term of office.

- The Vice President shall not hold positions on the executive board of the following organizations: University Park Undergraduate Association, University Park Allocation Committee, Graduate Student Association, Association of Residence Hall Students, Off Campus Student Union, Greek Governing Councils, or any Academic College Student Council.
- The Vice President shall not serve as a voting member of the Board of Trustees
- Duties include but not limited to:
 - Shall attend all meetings of the Council and in absence of the Speaker of the Commonwealth, act as parliamentarian.
 - Shall aid the President in fulfilling their duties. In the absence of the President, or the inability of the President to perform their duties, shall assume the duties of the President.
 - Shall head/serve on committees as the President may direct.
 - Shall assist in the preparation of the agenda for all Council meetings.
 - Shall carry out other duties as the Council or President may direct.
 - Shall be the Chairperson of the Constitutional Review Committee.
 - They shall only vote in case of a tie within the Constitutional Review Committee.
 - Shall meet with their respective UPUA counterpart as frequently as needed to maintain a successful working relationship.
 - Shall serve as coordinator for all matters concerning CCSG involvement in the Association of Big Ten Students.
 - Shall submit all Constitutional Review Committee minutes and the latest copy of the Constitution to the CCSG Advisor at the completion of their term.
 - Shall submit and end of the year report at the completion of their term.

Speaker of the Commonwealth

- Shall be a full-time student from any Commonwealth Campus during their entire term of office and have knowledge and experience in Commonwealth Campus affairs.
- Shall serve until the adjournment of the last Council meeting of the spring semester.
- Must maintain a cumulative GPA of at least 2.50 during their term of office.
- Duties include but are not limited to:
 - Shall preside over all meetings and serve as parliamentarian of the Council.
 - Shall review the agenda for all Council meetings.
 - Shall aid the CCSG Central Staff in maintaining open channels of communication between Commonwealth Campus SGAs and University Park Staff during Council.
 - Shall approve or disapprove of a Commonwealth Campus' request for a proxy.
 - Shall serve as a member of the Commonwealth Fee Board during their term.
 - Shall submit an end of the year report upon completion of their term.
 - Shall be a member of Council but not vote in Council transactions, unless in case of a tie.

Nomination Process

- 2022-2023 nominations shall take place during the 2nd General Council Meeting on Saturday of the February Council – Saturday, February 4.
- Anyone may run (Council Members, Central Staffers, Liaisons, and Members of the Gallery) as long as they meet the above requirements and feel confident in fulfilling the duties of the role
 - Those who are on the Elections Committee for the 2022-2023 academic year MAY NOT be nominated or run for any CCSG elected position
- The Speaker of the Commonwealth will open the floor for nominations, no other time will nominations be accepted, unless there are no nominations for the position. In that case, nominations will reopen the Friday General Council Meeting of the March Council.
- President/Vice President ticket and the Speaker of the Commonwealth:
 - The President & Vice President must run as a ticket, and be nominated together
 - The Speaker of the Commonwealth is independent of the President and Vice President ticket (all 3 do not run together)
- A Council Member who is active on the voting floor must nominate the ticket
- There must be a second by a Council Member who is active on the voting floor for the nomination to be accepted
- The ticket will then be asked by the Speaker if they accept, and if they do accept, the individuals running must say the following:
 - *"We, (name) and (name), are declaring our intent to run for the positions of President and Vice-President of the Council of Commonwealth Student Governments for the 2023-2024 academic year."*
 - *"I (name) declare my intent to run for the position of (Speaker of the Commonwealth) for the Council of Commonwealth Student Governments for the 2023-2024 academic year."*
 - If you do NOT accept, you may say the following: *I/we (name) do not accept the nomination for the position of (name of position) for the 2023-2024 academic year*
- Individuals nominated will have to work with the CCSG advisors between the February and March Council meetings. They must be willing to give consent to ensure that they are in good standing (grades and student conduct) to run.

Campaign Season

- Campaigning will take place between Monday, February 6th and the March General Council
- Please see the following guidelines as it pertains to tickets and endorsements

Candidate & Ticket Campaigning Guidelines

- Campaigning: the means of distribution containing material(s) that focus on self-promotions, promotion or platform, and/or promotion of specific ideas.
- Campaigning is prohibited in any room in which official Council, or Committee, business is conducted in. This includes any virtual spaces where CCSG occurs (e.g. Teams, Zoom, etc).
- To campaign tickets/candidates may utilize:
 - Public resources
 - Resources available to Penn State students
 - Private resources

- Campaigns may openly discuss their goals, platforms, and the election. Campaigns using any other resources will result in the Elections Committee evaluating the act and determining if it was in any way an act of misconduct.
- All President/Vice-President tickets are expected to formulate a budget for the summer and the following academic year and distribute it to the CCSG President and Commonwealth Presidents at least two weeks prior to the Friday of the final Council. After the election of the President/Vice-President, Council and the Constitutional Review Committee will take up the President/Vice-President-Elects' budget for potential amendment and approval.
- No ticket may engage in any slander or libel of another ticket
 - Slander: the action or crime of making a false spoken statement damaging to a person's reputation.
 - Libel: A published false statement that is damaging to a person's reputation; a written defamation.
 - The Elections Committee will evaluate slander, libel, or derogatory remarks by way of: computer messages, phone calls, phone messages, verbal communication, printed materials, or any other means deemed inappropriate by the Elections Committee.
 - An act of misconduct by any ticket/candidate shall be brought forth to the Elections Committee. The Elections Committee will then evaluate the act based on the material presented to them. If the Elections Committee determines that the act was in violation of the Elections Code, then the violation must be presented before Council, whereupon Council is required to vote on the violation. In the event of a tie, the ex-officio member shall cast the deciding vote.
 - Any violations will be voted on during the weekend of the final Council meeting prior to the start of the ticket/candidate debates. A two-thirds vote from Council is needed to disqualify a ticket/candidate.

Endorsement Guidelines

- Endorsement: an act of giving one's public approval or support to someone, something, or themselves by way of computer messages, phone calls, verbal communication, printed materials, or any other means deemed appropriate by the Elections Committee.
- Tickets/Candidates may be endorsed by any SGA or SGA registered organization at any of the 19 Commonwealth Campuses. Tickets/candidates may not be endorsed by any members of CCSG Central Staff.

Election Weekend

- Elections will take place March 18th during the 2nd General Council meeting on Saturday for the President and Vice President. The elections for Speaker of the Commonwealth will take place during the Friday evening (March 17th) General Council.
- The Elections Chair will run elections, and will determine any changes in the debate or elections format in conjunction with the Elections Committee

Speaker of the Commonwealth Elections Process

Debate format

- Each candidate will have the opportunity to give a 3-minute opening speech

- The candidates will then go into a crossfire debate, answering questions that were made by the Elections Committee, that will last for 30 minutes
 - The order of responding will cycle each round (please see Constitution Election Code if you would like further explanation)
 - If only one candidate, then the debate will be treated as a Q&A with the Elections Committee with no cycling
 - Each candidate gets a 120 second response time and 60 second rebuttal time
- The candidates will then enter into a Q&A session, answering questions from Council Members for 30 minutes
 - The order of responding will cycle each round (please see Constitution Election Code if you would like further explanation)
 - If only one candidate, then it will just be the one ticket answering questions from Council, with no cycling
- The debate session will then close with 1 minute closing remarks from each candidate
- The candidates will leave the room with an Elections Committee Member, and Council will have the opportunity to deliberate and vote using a secret ballot

Election of the Speaker of the Commonwealth

- Requirements to win:
 - 2/3rd of the vote on 1st or 2nd ballots, Simple Majority on 3rd ballot
- Voting Process for all candidates
 - 1 ballot passed out to each member of Council
 - May vote by writing the candidate's name or Abstaining
- Abstentions count as a VOTE NOT TO VOTE
 - Ex. 30 Council Members with two abstentions means votes would be counted as though there were only 28 Council Members
- Ballots collected and counted by the Advisor and Executive Secretary
- The name of the candidate with 2/3rd Yes has been elected as Speaker
- If the name of the candidate receives 2/3rd No, they have eliminated from contention and may no longer be voted on
- If none of the candidates receive 2/3rd, then the Speaker will entertain a motion to call the candidates back in for additional questions
- After any discussion, the second ballot is passed out and the same process is followed as for the first ballot
- After any discussion, the third ballot is passed out: If the candidate receives majority Yes, then they have been elected Speaker of the Commonwealth
- Please note, the CCSG Elections Committee may also do the ballot collection process electronically but will have the same process as a written ballot.

President/Vice President Elections Process

Debate format

- Each candidate will have the opportunity to give a 3-minute opening speech
- The candidates will then go into a crossfire debate, answering questions that were made by the Elections Committee, that will last for 60 minutes

- The order of responding will cycle each round (please see Constitution Election Code if you would like further explanation)
 - If only one ticket, then the debate will be treated as a Q&A with the Elections Committee with no cycling
 - Each candidate gets a 120 second response time and 60 second rebuttal time
- The candidates will then enter into a Q&A session, answering questions from Council Members for 60 minutes
 - The order of responding will cycle each round (please see Constitution Election Code if you would like further explanation)
 - If only one ticket, then it will just be the one ticket answering questions from Council, with no cycling
- The debate session will then close with 1 minute closing remarks from each candidate
- The candidates will leave the room with an Elections Committee Member, and Council will have the opportunity to deliberate and vote using a secret ballot

Election of the President/Vice President

- Requirements to win:
 - 2/3rd of the vote on 1st or 2nd ballots, Simple Majority on 3rd ballot
- Voting Process for all candidates
 - 1 ballot passed out to each member of Council
 - May vote by writing the candidate's name or Abstaining
- Abstentions count as a VOTE NOT TO VOTE
 - Ex. 30 Council Members with two abstentions means votes would be counted as though there were only 28 Council Members
- Ballots collected and counted by the Advisor and Executive Secretary
- The name of the candidate with 2/3rd Yes has been elected as Speaker
- If the name of the candidate receives 2/3rd No, they have eliminated from contention and may no longer be voted on
- If none of the candidates receive 2/3rd, then the Speaker will entertain a motion to call the candidates back in for additional questions
- After any discussion, the second ballot is passed out and the same process is followed as for the first ballot
- After any discussion, the third ballot is passed out: If the candidate receives majority Yes, then they have been elected President and Vice President
- Please note, the CCSG Elections Committee may also do the ballot collection process electronically but will have the same process as a written ballot.

Swearing in and Officer Transitions

- After the March elections, officer transitions begin where the current President, Vice President, and Speaker will begin onboarding the newly elected officers for the 2023-2024 academic years. The 2022-2023 officers will fulfill all duties until the end of the academic year, and once the Spring 2023 semester officially ends, the 2023-2024 officers will begin their terms

Commonwealth Fee Board Chair

Position Requirements

- The candidate must have attended a Commonwealth Campus for at least one year, be a University Park student during their term as the CFB Chair and be of good academic standing. A working knowledge of the Student Fee Handbook and the CFB Operating Procedures as well as prior experience within their respective SGA/Campus Allocation Committee are preferred along with an understanding of the needs of the Commonwealth campuses.

Position Duties

- Serves on the Executive Board of CCSG
- Creates the agendas for the CFB meetings, schedules guest speakers, and chairs CFB meetings
- Ensures that the board approves and monitors the CCSG budget, reviews the funding requests supporting university-wide efforts (i.e., CAPS, Student Legal Services), leads the setting of the proposed fee for the CWC
- Serves on the Student-Initiated Fee Steering Committee, and closely collaborates with the UPFB Chair
- Coordinates efforts to orient and train CFB members and SGA Presidents to the rules governing the Student Fee

Nomination Process

- Nominations of the Commonwealth Fee Board Chair shall take place at the first Council meeting of the spring semester during President's session. The Speaker will then contact those who were nominated to see if they are interested in the position to start the application process.

Elections Process

- Once nominated by Council, and the candidate is interested in moving forward in the process, the candidates will go through a selection process with the CFB Elections Subcommittee, Chaired by the Speaker of the Commonwealth. It will involve a written statement, interview, and vote by the CFB Committee in March or April. More information will be given to those selected to move forward in the CFB Chair elections process.

CFB Committee Members

Member Requirements and Duties

- CFB members are selected to be representative of the campus colleges and University College campuses. However, the member's role is to advocate for all Commonwealth campuses and not a specific campus' interests. The CCSG President and other members of the board solicit feedback from the SGA Presidents and other stakeholders to add to the discussion. The SGA Presidents' vote does not necessarily determine the vote for the CFB. In addition, CFB members are encouraged to attend meetings in person to promote robust discussion and full participation. However, Zoom is provided as a secondary option for those who cannot travel to the location of the CFB meeting.

- CFB Members will be required to attend all CFB meetings or send in a knowledgeable proxy if they are unable to attend. All meetings take place at 4:00 PM the Friday night of a CCSG weekend and may meet over zoom in-between Council Weekends.

Nomination Process

- During the March Council, the CCSG President will request nominations for each of the positions from the SGA Presidents during the Presidents' Session. The process will also include interested students from the commonwealth to announce their interest during the General Council meeting. However, these individuals must receive a second from a voting Council Member.

Election Process

- During the April Council, the CCSG President will present the nominations before the Council for approval in the form of a resolution. The Council will vote in the affirmative or negative on each position. To pass, the nominees must receive a simple majority of Council. If a position does not receive a simple majority, the CCSG President can then re-nominate individuals for Council's consideration or choose another nomination.