STUDENT ENGAGEMENT & ACTIVITIES
DISCOVER. ENGAGE. LEAD

studentengagement@stonybrook.edu
stonybrook.edu/studentengagement

(631) 632-9392

@SBEngaged

FAR BEYOND
Why elections?

- Need for leadership
- Same opportunity for all interested
- Follows constitution guidelines
Who can run?

- What does the constitution say?
  - Every constitution should outline who is eligible to run for the executive board.
  - This may include number of semesters a person has to be active in the organization before running for executive board.
When?

- What does the constitution say?
  - The constitution should specify when elections are to take place.
How?

- What does the constitution say?
  - The constitution will often outline who can participate based on the “active members of the organization”
  - Also remember you must meet quorum
- USG Involvement
  - Organizations that have over $10,000 in USG funding must have USG involvement
  - Contact Muhammad Tanveer to arrange this
- Holding elections on SBEngaged
  - Virtual elections are a feature available to all organizations!
Elections on SBEngaged

Find your organization page, and click here.
Elections on SBEngaged

click here to begin!
Elections on SBEngaged

Undergraduate Student Government

Elections

<table>
<thead>
<tr>
<th>Name *</th>
<th>Start Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is no data available.

Click here next!
Elections on SBEngaged

Create Election

- **Name**
  - Name your election

- Include Instructions
  - Additional Instructions
    - Include any instructions for your members here

- Active
  - Start Date and Time: 3/4/2020 03:45 PM
  - End Date and Time: 4/6/2020 03:45 PM

- Display an alert on the organization homepage when the election is active and voting is open

- Only Allow Users Listed on the Roster of this Organization to Vote

Don’t forget to save!
Elections on SBEngaged

Once the election process is created, you need to create your ballot(s).
Elections on SBEngaged

**Create Ballot**

*Name*

**Name your ballot**

**Access Restrictions**

If **General Access** is enabled, all users you have made this ballot available to will be able to complete the ballot. In some cases, you can **Disable General Access** to limit voting access for a ballot to a specific group of users. Reach out to your campus administrator if you need an eligibility list created for your org election. If administrators have enabled one or more lists for your organization, you will see the lists below.

- **Enable**
- **Disabled**

Make sure to enable the ballot!
Elections on SBEngaged
Elections on SBEngaged

Use this type of question to allow responders to select more than one answer from a list of options by checking a box.

Use this type of question to allow responders to one answer from a few choices. All options will be visible when using this question type.
Elections on SBEngaged

Select this option to allow responders to write in their answer.

Use this to give your reader instructions. Instructions will show up in a blue box.
Elections on SBEngaged

This options allows the user to rank their choices in order. If using this option, be sure to include instructions like “Choice #1 should be your first choice” as this type sometimes causes confusion.
Elections on SBEngaged

For this election, we used one page for all positions, and used the “Radio Button List” as the question type.
Elections on SBEngaged

Once fully created, make sure to publish the election.
Elections on SBEngaged

Make sure your election is “Active”

Be sure all of the eligible members of the organization are on the roster and click this button.

If this is not checked, anyone on SBEngaged can vote in your elections!
Elections on SBEngaged

An alert will remind your members to vote!

Don’t forget to save!
Elections on SBEngaged

- Results are available to administrators and officers who have access over elections
- Once a vote has been cast, it is impossible to tie votes to voters to protect the anonymity of the election
Election Results
Results on SBEngaged

Did you meet quorum? Check here!

Click here to view the results
# Results on SBEngaged

## Demo Election

### Results

<table>
<thead>
<tr>
<th>Question</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donald Duck</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Mickey Mouse</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Pluto</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iron Man</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Captain America</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Groot</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>
Results

- “Export All Votes” = excel file of results
- “Export All Voters” = not visible to organization officers
- Again, once a vote has been cast, it is impossible to tie votes to voters to protect the anonymity of the election
QUESTIONS/COMMENTS

Undergraduate Student Government: Election Board
usg_electionsboard@stonybrook.edu  (631)-632-6460

Office of Student Engagement and Activities
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