

Graduate Student Trustee Election

Fall 2019

*****NOTE: This is a special election.***

- The current graduate trustee is unable to fulfill the Fall 2019 or Spring 2020 semester of the term.
- The person elected in this special election will fulfill the remaining balance of this term (Fall 2019 and Spring 2020).
- Another election will be held in Spring 2020 to elect a graduate student to serve for the next two year term. (2020-2022)

UNIVERSITY OF CONNECTICUT
BOARD OF TRUSTEES STUDENT REPRESENTATIVES



Division of Student Affairs
Department of Student Activities
Business Services
Community Outreach
Leadership & Organizational Development
Major Events & Programs
Trustee Student Organization Support

August 27, 2019

Dear Student Trustee Candidate:

Thank you for your interest in seeking this important leadership position at the University of Connecticut. This year we are electing Graduate representative. Attached you will find a packet of materials with instructions you should carefully review before establishing your candidacy:

- **Trustee Responsibilities** – this document outlines in greater detail what is expected of the Student Trustees.
- **Election Schedule** – this document presents a basic timeline of the election process.

Important Deadlines:

- **Application, Part 1 (Intent to Run) and Application, Part 2 (Candidate Statement and “Petition of Nomination”)**
due: Noon on Friday, September 13, 2019.
- **Campaign and Election Rules** – this document specifies what is and is not permissible, specific requirements, procedure, etc. Please be advised that any violation of campaign rules and/or procedures could result in the termination of your candidacy.
- **Financial Statement** – this document is provided for you to record campaign receipts and expenditures.
- **Student Trustee Elections Committee By Laws** – this is the document governing the committee and the election.
- **Student Trustee Election Committee Members**

If you have any questions, please feel free to contact me or the election committee liaison Kim Colbert at 860-486-8151. Good luck in your candidacy and thank you again for your interest!

Sincerely,

A handwritten signature in black ink that reads "Krista O'Brien".

Krista O'Brien (STEC Chairperson)
Assistant Director for Trustee Student Organization Advising
Department of Student Activities
Krista.obrien@uconn.edu

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There are two student representatives to the Board of Trustees, a representative of undergraduates and a representative of graduate and professional students.

Responsibilities:

- For the term, attend all meetings of the Board and meetings of Committees to which they have been assigned.
- Prepare for meetings beforehand by contacting affected parties prior to meetings to discuss questions and answers you or they may have.
- Vote on every resolution after careful consideration of the possible effect on both the students and the University.
- Be professional, ethical and responsible in personal behavior. Students look up to you. Be worthy of their respect.
- Advocate for the University as a whole, and particularly as a student. Advocate for the long-range good of the whole.
- Be accessible to the students, the general public, attend functions and events. Stay informed of issues by becoming acquainted with as many people as possible who are associated with the University.
- Be accessible to the media, but always vigilant to present views fairly.
- Establish and maintain regular contacts with regional campuses and professional schools. Remind students that they have a voice through you.
- Communicate on a regular basis with students, faculty, and staff.
- Maintain the confidentiality of executive session discussions and materials and other sensitive matters. Never betray a confidence.
- Be an enthusiastic supporter of the University, and advocate on its behalf at all times.
- Vow to make the experience of representing the students a rewarding and fulfilling experience.

Minimum Requirements:

- Must be a full time student at the University of Connecticut while holding this position (as per Connecticut state law).
- Must be in good academic standing.
- Must not be on conduct probation or suspension while a candidate or while holding the position.

For more information about the University of Connecticut Board of Trustees, visit

<http://boardoftrustees.uconn.edu/>

For more information and an application for the Student Trustee position, visit www.vote.uconn.edu

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Fall 2019 Election Schedule

September 13, 2019	12:00pm (noon)	Intent to Run Forms (Application Part 1); “Candidate Statement”, “Petition for Nomination”, and headshot (Application Part 2) are due.
September 13, 2019		STEC meets to certify the candidates. Immediately following meeting, STEC chair notifies the candidates of their eligibility via e-mail. After this notification, campaigning may begin.
October 1, 2019	12:00pm (noon)	Voting begins. Graduate and professional students at all campuses are eligible to vote for the Graduate Representative to the Board of Trustees.
October 3, 2019	12:00pm (noon)	Voting ends.
October 3, 2019	3:00pm	Campaign Financial Statements and supporting documents due to the Storrs Campus, Department of Student Activities Office (Student Union, Room 209). Candidates may also submit all materials via fax to 860-486-1689 or email kim.colbert@uconn.edu (if you fax or email, call 860-486-8151 to confirm that your application was received.)
October 3, 2019	3:00pm	Deadline to submit alleged <i>campaign</i> violations, via email, to the STEC Chair: krista.obrien@uconn.edu
Between October 4-9, 2019		STEC meets to consider any alleged campaign violations and to validate the election. Within 24 hours following the validation meeting, STEC chair notifies the candidates via e-mail. STEC validated election results sent to the President’s Office.
Between October 7-11, 2019		Within 24 hours of the notification, <i>appeals of the election</i> are due to the Secretary of the Board of Trustees: Rachel Rubin, Rachel.rubin@uconn.edu .
Between October 17-21, 2019		Deadline for appeals responses. Results of the election released to the Press by the President’s Office.

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Deadline for submission of the Intent to Run Form (Application Part 1) is Friday, September 13, 2019 by Noon. This form ask for the following information:

1. Contact Information
2. Acknowledgement of Intent to Run
3. Acknowledgement of Campaign Rules

Deadline for submission for Application Part 2 is Friday, September 13, 2019 by Noon. This form asks for the following information:

1. Candidate statement limited to 2000 characters. Statement needs to include: Your name and academic program and answers to the following questions: What qualifies you for the position? What do you hope to accomplish as a student trustee? This statement will be used for publishing in print and on the web.
2. "Petition for Nomination" signed by 50 + 1% of the registered UCONN students at the candidate's home campus (see below for exact number). (in excel or pdf format)
3. Headshot of the Candidate (in jpeg or png format)

Signatures required on the Petition for Fall 2019:

If your home campus is...	You need at least this many signatures on your petition...
Avery Point	58
Hartford	82
Stamford	71
Storrs	287
Waterbury	59
Law School	55
UCHC	59
<i>Note 1: Your petition signatures can be from any registered UCONN student on any UCONN campus, undergraduate or graduate.</i>	<i>Note 2: These numbers reflect 1% the enrollment for Fall 2017 at each campus. Enrollment numbers are from the Office of Institutional Research</i>

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Candidate's Name (printed): _____

We, the undersigned, being registered students at the University of Connecticut, do hereby petition that there be placed on the voting ballot used for the election of the Student Representative to the University of Connecticut Board of Trustees, the name of this student as candidate for said office.

Note: More than the required number of signatures is advised in case of invalid signature(s).

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CAMPAIGN and ELECTION RULES FOR FALL 2019 STUDENT TRUSTEE ELECTION

Voting

An online voting system will be used for voting. This system uses students' NetID. Students get receipts when they vote, but their votes in the system are cast anonymously. The officials in charge of the election will meet on October 3, 2019 after the polls close, at which time they will view the voting totals.

Campaign Activity / University and STEC Policies

Campaign activity is defined as soliciting support for a campaign on behalf of one's self or another.

Candidates may **not** use the University's official announcements or the Daily Digest to campaign; only STEC may use official announcements and the Daily Digest. All activity on all other official and unofficial listservs is permitted.

All candidates, and those working for or on behalf of any candidates for Student Trustee, must adhere to the following policies and rules. Failure to adhere may result in disqualification from the election at the discretion of STEC:

- Residential Life (for Storrs and Stamford) political canvassing and posting policies <https://reslife.uconn.edu/policies/>
- Student Union posting (advertising) policy and canvassing policies: <https://studentunion.uconn.edu/wp-content/uploads/sites/286/2017/09/The-U-Guide-August-2017.pdf>
- Rock Painting Policy at Storrs <https://solid.uconn.edu/wp-content/uploads/sites/471/2014/05/Blueprints-2018-2019.pdf>. Page 26.
- Library at Storrs Posting Policy <https://lib.uconn.edu/libraries/homer-babbidge-library/policies/homer-babbidge-library-bulletin-board-posting-policy/>.
- Dining Halls at Storrs Posting/Advertising Policy <https://reslife.uconn.edu/policies/>.
- Posting Policy <https://studentactivities.uconn.edu/posting-policy/>

Further, candidates may not engage in any of the following behaviors:

- Bribery
- Disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity (in this case, any aspect of the Student Trustee Election)
- Harming behavior, which includes, but is not limited to the true threat of or actual physical assault or abuse. This also includes harassment; bullying is a form of harassment, as is coercion.
- Uncooperative behavior, which includes but is not limited to, uncooperative behavior and/or failure to comply with the directions of, providing false information, and / or failure to identify oneself to University officials or law enforcement officials and in this case, the Student Trustee Election Committee.
- Theft, which includes, but is not limited to, attempted or actual theft of property or services.
- Unauthorized possession, duplication, or misuse of University property or other personal or public property, including but not limited to records, electronic files, telecommunications, systems, forms of identification, and keys.

Campaign Spending & Accounting

Personal Expenditures: No candidate for the trustee position shall spend more than one hundred dollars (\$100) of his/her personal funds for campaign purposes, excluding personal travel expenditures.

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Campaign Contributions. A candidate may also accept campaign contributions not to exceed twenty five dollars (\$25) per donor or one hundred dollars (\$100) in the aggregate.

Donations of Goods, Professional Services, and Personal Items: Fair market value of all donated goods, professional services, and personal items used in the campaign shall be included as expenditures and shall be treated in the same manner as contributions in determining whether the candidate has observed the regulated limits. Personal supplies are consumable goods such as (but not limited to) computer paper, cake mixes, markers, etc.

Travel. If a candidate travels in order to campaign, fuel, public transportation costs, Uber/Lyft costs, etc. are not included as a campaign expense.

Maximum Expenditures. The total amount expended for the campaign may not exceed two hundred dollars (\$200), including the value of donated goods, professional services, and personal supplies.

Raffles / Drawings. Candidates are not allowed to hold raffles or drawings as part of their campaigns.

Campaign Fund Accounting. A final report of campaign receipts and expenditures along with all supporting documents must be prepared and submitted via the official form by each candidate to the STEC chairperson by 3:00 pm November 8, 2018. Failure to turn this in, even if no expenses were incurred, or failure to turn in an accurate report, will result in candidate disqualification.

Campaign and Voting Periods

The officially designated campaign period for the Fall 2018 election is from September 13, 2019 (after the candidates are certified and notified) to October 3, 2019 at 12:00 noon.

The officially designated voting period for the Fall 2019 election is from October 1, 2019 at 12:00 noon to October 3, 2019 at 12:00 noon.

Campaign Violations

Alleged violations of campaign rules and regulations shall be referred to the STEC Chairperson, Krista O'Brien, in writing or via email by October 3, 2019 at 3:00 pm. Any constituent student with direct knowledge of a potential violation can allege a violation. A constituent is a student who is eligible to vote in the Student Trustee election in which the student is alleging there are violations.

Candidates will be sent redacted versions of all referrals of alleged violations. Candidates may respond, in writing to the STEC Chairperson, within 24 hours of receiving the alleged violations. Only candidates may respond, and they may only respond to the violations alleged to themselves.

Review of alleged violations of Campaign and Election Rules, and the candidate's written responses shall be at the discretion of STEC. A candidate may be disqualified if found in violation of campaign rules or regulations. The decisions of STEC are final.

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STUDENT TRUSTEE ELECTION COMMITTEE BY LAWS

Approved April, 2018 by the University of Connecticut Board of Trustees

The position of Student Trustee was created by [State Statute](#).

Article I - The Student Trustee Election Committee

Section A: Statement of Purpose

The purpose of the Student Trustee Election Committee (hereinafter “STEC”) is to initiate, administer, and supervise a fair and efficient student trustee election each year or as required.

The term of a Student Trustee is two years. As per Connecticut Public Act 13-128, any vacancies in the elected membership of the Board of Trustees, including the Student Trustees, shall be filled by special election for the balance of the unexpired term.

Section B: Membership

1. **Composition of Committee**

The Executive Secretary to the Board of Trustees shall appoint the members of STEC in consultation with recognized student governments in the following manner: the Vice President for Student Affairs or designee shall be appointed chairperson of STEC. The chairperson will recruit members to be appointed to the committee. A majority of these appointments shall be members of recognized student governments, including the professional schools and regional campuses of the University. The current University of Connecticut Student Trustees shall also be appointed to STEC.

2. **Committee Member Responsibilities**

a. **Attendance**

It shall be the duty of each Committee member to participate in all meetings of STEC. Participation through teleconferencing or other electronic means shall be permissible.

b. **Duties**

STEC, through cooperation and coordination with appropriate University officials, shall be responsible for:

- i. Publicizing the availability of the position and actively encouraging participation in the election.
- ii. Campaign monitoring.
- iii. Assuring adequate notice of the election and overseeing the administration of the election.
- iv. Certifying the results

c. **Resignation**

If a STEC representative has formally expressed his/her intention to run for the Board of Trustees, he/she must resign from the STEC immediately. If a STEC representative chooses to resign, the letter of resignation shall be sent to the STEC chairperson.

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Section C: Management of the Committee

1. Chairperson
The duties of the Chairperson shall be as follows:
 - a. To call all meetings of STEC.
 - b. To preside at all meetings.
 - c. To be a liaison between the Executive Secretary to the Board of Trustees and the Committee.
 - d. To establish and appoint members to sub-committees with the consent of the Committee.
 - e. Assure administrative support for the committee

2. Meetings
 - a. Rules of Order
Roberts Rules of Parliamentary Procedure, Fourth Edition Revised shall be observed in conducting the business of the committee in session.

 - b. Quorum
STEC shall conduct no committee business without a quorum. A quorum shall be a majority of members, including the Chairperson.

All members with the exception of the Chairperson are privileged to make motions. All members may discuss and vote on all business before the Committee.

3. Interpretive Rules
STEC has the sole authority to interpret its own By-laws.

Article II - The Student Trustee Election

Section A: Minimum Requirements

1. Full Time Student
The candidate must be a matriculated, registered, full time student at the University during his/her candidacy, at the time of election, and if elected, during his/her term in office.

2. Academic and Conduct Requirements
The candidate may not be on scholastic probation or conduct probation or suspension as of the date on which he/she declares his/her candidacy, during the campaign, and if elected, during his/her term in office.

Section B: Procedures for Candidacy

1. Declaration of Intent
Any person interested in becoming a candidate for the student-elected trustee position shall complete an "Intent to Run" form. This form shall be created by and submitted to the STEC chairperson by a date established by STEC.

2. Additional Materials
The prospective candidate shall submit to the STEC chairperson by a date established by STEC, the following materials:

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- a. A biographic sketch and/or position statement of no more than 175 words shall be submitted electronically. This sketch/statement shall be distributed by STEC at no expense to the candidate. A photograph is requested but not required.
 - b. A petition signed by fifty (50) plus 1% of number of registered students at the student's home campus. A registered University of Connecticut student is any person who has met all University requirements for registration at any campus of the University. The student may be full or part-time or day or evening division.
3. Candidate Notification of Eligibility
Any decision that STEC makes about the prospective candidate eligibility shall be communicated to him/her and shall be followed by a written notice stating the decision and the reasons for it.

Section C: Withdrawal

Any candidate wishing to withdraw his/her candidacy shall send a letter of withdrawal immediately to the STEC chairperson.

If the letter of withdrawal is received by the STEC chairperson prior to the printing of the election materials, his/her name will be deleted. Names of candidates who withdraw after the printing of the election materials will appear on the ballot, but a list of their names will be published and votes cast for those candidates will not be counted.

Section D: Campaign Regulations

1. Campaign Spending & Accounting
STEC will determine campaign expenditure limits and accounting procedures and notify candidates prior to the election.
2. Limitations of Campaign
No candidate shall engage in campaign activity except during the period designated by STEC, and shall not campaign immediately adjacent to an officially designated voting station. An officially designated voting station is one that is clearly identified by STEC. Candidates will be informed of these locations, if there are such locations.
3. STEC Policies
All candidates must adhere to all STEC policies. Failure to adhere may result in disqualification from the election at the discretion of STEC.

Section E: Campaign Violations

Constituents with direct knowledge of alleged violations of Campaign and Election Rules may write to STEC before the candidates are notified of the numerical results of the election. Candidates will have a chance to respond to violations alleged to their campaigns (referrals shall be redacted before they are sent to the candidates). Review of violations of Campaign and Election Rules shall be at the discretion of STEC. Appropriate action may entail disqualifying a candidate should he/she be found in violation of Campaign and Election rules. The decisions of STEC are final.

Section F: Voting Procedures

1. General Regulations
 - a. Only candidates' names and additional materials specified in Article II B 2 a. will be used on the ballots.

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- b. Candidates shall be placed on the ballot in order determined by random drawing conducted by STEC.
 - c. Any currently registered student at the University of Connecticut is allowed to vote in an election appropriate to their academic standing (undergraduate students vote for Undergraduate Student Trustee, graduate and professional students for Graduate Student Trustee).
 - d. Each person shall vote for no more than one person per position available.
 - e. The candidate receiving the highest number of votes who has not been disqualified will be declared trustee-elect.
2. Election Procedure
- a. The election shall be conducted in a manner to be approved each year by STEC.
 - b. The voting period designated by the STEC Committee shall last a minimum of two weekdays, shall take place simultaneously on all campuses, and shall be geared toward creating a more visible election that maximizes student voter turnout.
 - c. Within three days of the conclusion of the voting period, STEC shall meet to validate the election.
 - d. The Chairperson of STEC will notify candidates within 24 hours of the certification results.
 - e. A candidate who wishes to appeal the validation of the results as decided by STEC should do so in writing within 24 hours of notification by submitting a written appeal to the Executive Secretary of the Board of Trustees. Only candidates may appeal the validation of the results. Candidate's appeals, redacted if necessary, will be shared with all candidates within 24 hours of submission. The Secretary will consider the appeals and render a decision within 10 working days. The Secretary's decision is final.
 - f. The results will be announced to the University in a timely manner.

Article III: Amendments and Revisions

Section A: Amendments and Revisions

The Executive Secretary to the Board of Trustees, acting upon a motion passed by STEC, shall recommend to the University of Connecticut Board of Trustees amendments and revisions to these By-Laws.

Section B: Ratification

All amendments and revisions become effective upon ratification by the University of Connecticut Board of Trustees.

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Student Trustee Elections Committee Fall 2019

1. Krista O'Brien, (Chair—non-voting), Assistant Director for Trustee Student Organization Advising Programs, Services, and Initiatives, 860-486-3905, krista.obrien@uconn.edu
2. Nandan Tumu, Undergraduate Student Trustee
3. Damaris Thuita, Graduate Student Senate Representative
4. Joshua Crow, Undergraduate Student Government Representative
5. Regional Student Government Representative
6. Regional Student Government Representative
7. Kurt Daigle, TSOS Representative