CORNISH STUDENT SENATE
BYLAWS

I…..Elections

Section I: Timeline

Cornish Student Senate shall organize elections yearly and the election process will begin no later than of every academic year. The elections process will take place only once a calendar year, unless a special election is otherwise required to fill a Student Senate vacancy. Special elections are determined and overseen by the Chair of the Cornish Student Senate and must be conducted in the same manner as the CSS General Elections.

The elections process must consist of three stages: a minimum of two weeks for advertising elections, providing Declaration of Candidacy packets and collecting and processing all returned packets; a minimum of one week for campaigning; and a minimum of one week for voting to take place.

Students interested in running for a Student Senate position who miss the yearly deadline for submitting Declaration of Candidacy packets may still run a write-in campaign. Candidates running a write-in campaign must follow campaigning and elections rules or be disqualified from that year's election. Votes consisting of incorrect spellings, nicknames and initials will not be counted towards the write-in candidate's total votes.

In case of a tie between two or more candidates in an election, the CSS Chair and Vice Chair, in consultation with the CSS adviser, will conduct a runoff election within one week of the election in which the tie occurred and in a manner consistent with election rules.

Individuals running for a representative position will need to earn a plurality of the votes from their year to win their senate seat. Individuals running for representative positions will need to be within the top three vote earners to win their seat on the senate. Election results will be shared via all-student email, no later than three business days after the polls have closed. Ballot totals will be made available only upon written request to the Cornish Student Senate adviser.

Representatives will be given the opportunity to reconvene for a summer preparation session. . This preparation session will take place prior to Fall Orientation. .

After an election, only the outgoing Cornish Student Senate Chair and Vice Chair are empowered, in consultation with the CSS adviser, to invalidate a candidate's election after receiving a complaint or after being requested to do so by the College and after due process. These invalidation proceedings must be commenced within three weeks after the election in question.

Section II: Representatives

The Cornish Student Senate consists of seven representatives. These seats are responsible for gathering feedback from their constituents; assessing needs; and working in tandem with other Cornish Student Senate representatives to address the student body's needs, concerns and comments.

Section III: Requirements for Serving

In order to be eligible to run for and serve as a Cornish Student Senate representative, students must:

- be enrolled as a full-time student at the time of the election, as determined by the Office of the Registrar;
- be in good standing with Cornish College of the Arts;
    - Students cannot be on probation or suspension through the Student Conduct process AND/OR
    - Student cannot be on academic probation or suspension, as determined by the Academic Standards Committee AND/OR
    - Student cannot have a cumulative GPA below 2.0 and
- not be the defendant in any ongoing serious criminal cases outside of Cornish College of the Arts

Section V: Campaigning

The following campaign rules and guidelines have been determined in the interest of promoting a just and honest election.

During both the campaigning and voting periods, candidates are forbidden from

offering material goods (candy, food, etc) as an incentive for votes or as a bribe.

The Office of Student Life can provide support with printing basic posters for candidates. For any additional campaign materials, there is a $25 spending limit. This amount reflects a candidate's out of pocket expenses and is not reimbursed by Cornish College of the Arts. Candidates must submit receipts and record of all purchases via the Spending Form included in the Declaration of Candidacy packet. Write-in candidates must also complete this form and can reach out to the Office of Student Life or the CSS Chair to receive this form.

Candidates must adhere to all behavioral expectations as outlined in the Cornish Student Code of Conduct and Student Handbook at all times.

No candidate is permitted to run a voting booth using their personal electronic devices on any property owned or supervised by Cornish College of the Arts.

No candidate may campaign near or at the official Cornish Student Senate voting booth. This includes, but is not limited to, setting up visual, audio, and/or written advertisements; lingering/hovering around the voting booth space; encouraging supporters to campaign on their behalf near or at the voting booth, etc.

No candidate may utilize technology intended to "spam" or auto-generate votes for themselves. Candidates may not encourage others to do so on their behalf and, should the candidate receive knowledge of vote-spamming occuring, they must report this immediately to the CSS adviser.

Both official and write-in candidates may be found to violate these campaign and election guidelines. There will be a two-strike rule implemented for lesser offenses, as determined by the adviser. Candidates will receive two warnings and, should the candidate violate any campaign and/or elections guidelines a third time in the same election, more stringent penalties may be implemented.

Repeated violations and/or more serious one-time violations of the campaign and election guidelines may result in consequences including, but not limited to: restricted advertising and campaigning; removal from the voting ballot; removal from the year's election; probation from all CSS activities for a determined amount of time; etc.

Candidates running for re-election may be held to a higher expectation of behavior and

campaign and election violations may result in more serious consequences for "first-time" violations during subsequent election periods.

II….Removals

Section I: Causes for Removal

Cornish Student Senate Representatives may be removed from their position for the reasons outlined below. These reasons serve as examples of behavior that would result in removal and should not be treated as a definitive list. Any behavior and engagement not aligning with the expectations of the CSS Chair, Vice Chair and advisers may result in removal.

Representatives may be removed for the following reasons:

- Being placed on academic probation, suspension or dismissal;
- Being placed on probation, suspension or expulsion as the result of a Student Conduct or Title IX hearing;
- Failing to attend more than three consecutive meetings without providing the CSS Chair with 24 hours notice;
- Failing to attend five total CSS meetings in a semester;
- Failing to attend three meetings of any assigned committees in a semester;
- Consistently being tardy by 10 or more minutes to CSS meetings without prior discussion with the CSS Chair;
- Failing to contribute or participate in CSS activities and projects without prior discussion with the CSS Chair;
- Being found guilty in serious criminal proceedings occurring outside the College, as determined necessary by the Cornish Student Senate.

Section II: Consequences of Removal

If a representative resigns early, or is voted out by the other representatives, the representative's work will be evaluated by the other representatives in order to determine the amount of compensation that may or may not be given.

As a consequence of removal, continued participation in CSS activities (running for election etc.) may be limited **OR** prohibited at the discretion of the Chair and Vice Chair of CSS.

Section II: Timeline

If any representative fails to meet the requirements for Cornish Student Senate (CSS) as determined by the CSS Chair, Vice Chair and adviser, they will first meet with the CSS adviser to discuss their performance, challenges they are experiencing, and an informal plan for future performance.

Following this discussion, representatives who again fail to meet the requirements for CSS will be placed on probation. Representatives on probation must create a formal performance plan with the CSS Chair and adviser. This plan will provide a detailed plan of action regarding behavior, attendance, punctuality and any other relevant requirements for improved performance. This plan should be created in conversation with the representative.

Should the representative still fail to adhere to the outlined performance plan or engage in behavior that, while not outlined in the plan, is clearly not in alignment with CSS expectations, the Cornish Student Senate Chair may convene the CSS to vote, by a plurality, to remove the representative.

Additionally, constituents who find their elected representatives are not fulfilling their responsibilities may petition for that representative's removal. A representative may be removed at any time should a plurality of the representative's constituents provide a signed petition. This petition must be submitted to the CSS Chair for evaluation by the Chair, Vice Chair and CSS adviser. If the removal petition is found to consist of a plurality of the Representative’s constituents, the Representative will be removed within fourteen (14) business days of the date the petition was submitted to the CSS Chair.

Regardless of how a Representative is removed, the CSS Chair must determine how the vacant seat will be filled in whatever manner is deemed least disruptive to the operations of the Cornish Student Senate.

If the Chair of CSS is deemed to be in violation of the requirements of the Cornish Student Senate then, their violations will be evaluated by the Vice Chair. If the Vice Chair is conflicted out, the violation will be evaluated by the Faculty Senate Liaison. If all three leadership positions are conflicted out, the most senior representative will evaluate the violations.

III….Vacancies

Section I: Representatives

Should a vacancy occur among the elected Representatives, the CSS Chair and Vice Chair are charged with determining whether a Special Election will occur. Should a Special Election occur, the CSS Chair and Vice Chair shall oversee and coordinate the Special Election.

The Special Election process must consist of the same three phases as the General Elections; however, these phases do not have to adhere to the four month timeline. The entire Special Elections process must be at least two weeks at minimum to allow adequate time for outreach, campaigning and voting.

If the Representative was removed within a month of the Spring semester General Election, the seat(s) should not be filled unless failure to do so would significantly impact quorum or the routine operations of the Senate.

Section II: First Year Representative

Should the First Year Representative position become vacant, the CSS Chair, Vice Chair and CSS advisers will initiate the appointment and interview process within three weeks of the vacancy. The process for filling this vacancy should as closely mirror the initial Fall semester process as possible, with some flexibility in timeline depending on the time of year.

If a vacancy arises in the FYR position within two months of the end of the academic year, this position may remain unfilled as determined by the CSS Chair, Vice Chair and CSS adviser.

Section III: Internal Leadership

If the Chair and/or Vice Chair positions become vacant for any reason during the course of the academic year, the Cornish Student Senate adviser will coordinate a new election among the representatives to vote amongst themselves on the new Chair and/or Vice Chair.

If the Faculty Senate Liaison position becomes vacant for any reason during the course of the academic year, the Cornish Student Senate Chair and Vice Chair will coordinate a new election among the Representatives to vote amongst themselves on the new liaison(s).

No internal leadership position should be vacant for longer than one month. Should the Chair and/or Vice Chair positions remain vacant for over a month, these positions will be filled by Representatives in order of seniority. In the event there is no Representative with the most seniority, all remaining representatives conduct an internal vote.

IV….Statements

Section I: Guidelines

All student representatives must vote during a CSS meeting or by email before a statement is sent out. The statement document will be **locked** and not editable before the email vote. If the document is edited by a representative without any notification to the other members of student senate, it may be grounds for the representative's removal.

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