During the course of the academic year, student leaders delegate responsibilities to members of the organization. Students who perform the best in all aspects of leadership should be encouraged to run for an elected position. Choosing a leadership position should not be done hastily. Student leaders can help their members decide by advising them to follow the steps outlined below.

CHOOSING A LEADERSHIP POSITION

1. Encourage a student considering a leadership position to learn as much as possible about the position from as many sources as possible.
   - What is the nature of the position and what are the time commitments?
   - How does the position relate to the organization as a whole?
   - Is the position elected or appointed?
   - Does the position have a membership requirement?
   - How long is the term of office?
   - Does the position include budget responsibilities?
   - Does the organization offer workshops to train new leaders?

2. Encourage the student to evaluate his or her personal qualities, interests, and skills for the position. The student should decide whether he or she:
   - is a good candidate for the position
   - has or intends to develop the necessary skills for the position
   - is confident in his or her ability and will be able to transmit this confidence to others
   - is interested sincerely in the growth of the organization rather than self-centered motives
   - has the time to devote to a leadership position

3. Allow the prospective student leader to read the organization’s constitution, including the position description, and to review its files. The more information a student gathers about a particular position, the better able he or she will be to make a mature decision.

RUNNING AN ELECTION

1. Read your constitution to clarify election procedures.

2. Elections should be held by the end of March to allow for an adequate transition period for the new officers.

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3. Notification about the election meeting date and information about nomination procedures should be sent out 4-6 weeks before the elections (no later than mid-February).

4. The Executive Board should establish an impartial election committee/chairperson to oversee the elections. The election committee can be composed of current officers not running for re-election. The election committee should determine guidelines for the election meeting and absentee voting.

5. There should be a lengthy and well-advertised nomination period so that all members have an opportunity to nominate themselves. This is one of the more important steps in the election process to make sure that good candidates are interested in the positions. It is helpful if job descriptions are published or if the club holds an information meeting where potential candidates can talk to current officers about their position responsibilities and time commitments.

6. Ensure the election meeting is well publicized by mailing to the active members and posting flyers. Your Club Advisor should also be invited.

   Please pick up a copy of the University Posting Policy in the Student Programs Office, 21 Campanella Way, Suite 242, before creating or posting any publicity.

7. At the election meeting:
   - The election committee should be at the door and use the membership list to verify that only active members receive voting ballots. Only voting members should be allowed in the room.
   - If the nomination period ended prior to the elections, have preprinted ballots available with the names of the candidates under each position.
   - If candidates are nominating themselves at the election meeting, have preprinted ballots available with the names of the positions and a line to write in the name of the person being voted for.
   - The candidates should give a 3-5 minutes speech about their qualifications and interest in the club and the position.
   - After voting, the election committee counts the votes.
   - Follow the procedures for breaking a tie vote as delineated in the constitution.
   - Notify all members of the club and the Club Advisor of the election results within 24 hours.

8. Work with your Club Advisor, SPO Advising Dean, and the outgoing officers to plan an orientation and training for the newly elected officers.

FOR MORE INFORMATION:   Student Programs Office, 21 Campanella Way, Suite 242  
                           617-552-3480    www.bc.edu/spo