

Howard County Chinese School Student Government Association

Election Process for SGA Executive Officers

Election Board:

- The Student Government Association (SGA) elections will be administered by an Election Board which includes a Representative of Board of Directors, the HCCS Principal, SGA advisors, PTA President, PTA Vice Presidents, and one appointed SGA member who will not enter in the election. The members of this election board will not have any family members including their children, sibling, et al. entering the election.

Duties of the Election Board will include:

- Encouraging student involvement in the election process.
- Organizing the election process and enforcing the election policy.
- Addressing violations of the election policy.
- Having discretionary powers to interpret election policy.
- Facilitating the election, overseeing the election voting, and announcing voting results.
- Developing a schedule for the following election year cycle.
- Recommending changes for the following year's election cycle.

SGA Executive Officer Positions:

- President (1)
- Vice Presidents (2, Saturday and Sunday, respectively)
- Secretaries (2, Saturday and Sunday, respectively)
- Treasurers (2, Saturday and Sunday, respectively)

Candidate Requirements:

- Must be in good academic standing with a clean behavioral record.
- **Actively** * involved in SGA for at least one year. (* *Actively involved means at least have participated 50% SGA events in the past 12 months.*)
- Is and will be enrolled in both the upcoming fall and spring academic semesters in Chinese class
- Each candidate can run for one position only
- No candidate may run for more than two terms for the same position.
- **If elected, the student is expected to participate majority of the SGA activities, at least 40 hours in the entire school year**

Application:

- Election Board will announce the application deadline.
- Candidates submit their application by the deadline to the Election Board.
- **A completed application shall include the following:**
 - Candidate's Name, Grade in Chinese school 2021-2022 school year
 - Contact Information (email, phone, etc.)
 - Signed by the candidate and his/her parents
 - A profile picture in separate file (formal, business casual or leisure portrait all OK)
 - Personal statement, discussing the following:
 - Why are you seeking this position?
 - Past SGA OR other leadership experience.
 - Any goals or objectives you would like to develop, attain, or work on for the benefit of SGA and the HCCS Community.

Eligible Candidates Review:

The Election Board shall:

- Post a list of all eligible candidates and their statements to the SGA website when voting starts.
- Inform all ineligible candidates of their status and the reason(s) they were deemed ineligible.

Election Procedure:

- The Election Board will announce the voting dates. The voting dates will cover both Saturday's and Sunday's classes.
- Voting will be conducted online and/or on site.
- All SGA **active members** * can vote and can only vote once during the voting period.
- All SGA members are required to **vote on ALL positions** even if there is only one candidate (if leave blank, meaning you would not vote for this person to take the position)

*(*Active members are the members who joined the SGA at least three months before the Election Day and have participated at least one SGA community service event during the current school year.)*

Election Outcomes:

- If there is only one candidate, then he/she automatically wins the election (must meet 5% rule). Otherwise the winner of the election shall be the candidate who receive the most votes and a majority, i.e. more than half of the votes cast.
- There is an electoral threshold requiring that a winner must receive a minimum of 5% of all eligible voters, i.e. all SGA active members.
- If there is a tie, then SGA members will cast their vote again until a winner chosen. The election board will determine dates of additional elections.
- If a position has no application or no candidate receives minimum 5% votes, the Election Board will reopen the application and voting process to SGA members to cast vote again.

Post-Election:

The Election Board shall announce the election results publicly within 24 hours of confirming the results.