

Hello Student Senate Candidates!

We, the current Student Senate, wanted to collect the rules and guidelines regarding candidacy and campaigning so we could offer a comprehensive guide for you all. The bottom of this document contains the exact language of the CGU Student Senate Constitution (last updated 2025) while these pages explain the rules and general principles that are to be followed while campaigning. Some of these rules are that of the University rather than the Student Senate, and are therefore not outlined in the constitutional documents. This in mind, here is our guide to an incident-free campaign:

1. All candidates must be in good academic standing, as vetted by the Dean of Students office, and must be enrolled at the time of candidacy.
2. While the constitution specifies candidacy opens March 1st, the current board (2025/26) has elected to open applications March 2nd to avoid a weekend.
3. Candidates will submit their details including name, school, and short bio (250 words) to the online application.
 - a. This year, we will also accept video submissions for speeches. These are *optional* and do not replace the required written statement. These will be shared with the student body via the student senate website.
4. Candidates may post up to ten (10) **approved** flyers. These can be printed by the Dean of Students office on your behalf. Contact kyndra.manlove@cgu.edu for approval and to have your flyers printed. They will be removed if they are:
 - a. Over 8.5x11 inches
 - b. Placed anywhere except official bulletin boards. No posting on walls, windows, or doors. Only one flyer may be placed on each board.
 - c. Placed in the Honnold Mudd Library
 - d. Contain defamatory or rude language
 - e. **Have not been approved by the Dean of Students Office with official stamps.**
5. Flyers may be shared using online platforms only if flyers and their associated accounts are vetted by the Dean of Students office.
6. All promotional materials (including online posts) must be removed within 48 hours of elections closing.

For those running for a seat on the **Executive Board** (President, Vice President, Treasurer, Secretary) these additional rules apply:

1. Candidates must have attended a minimum of three (3) Student Senate meetings for the 2025/26 school year.

- a. Anyone interested in running without meeting this requirement must collect the signatures of two current executive board members and any 5 current CGU students to confirm eligibility. Form [here](#) and on the [student senate website](#).
2. Candidates will receive invitations to attend a session to speak to the student body, introduce their campaign, and take questions from current students. Those who cannot attend will be encouraged to submit videos detailing their candidacy to be shared on the student senate website.
3. Candidates must not serve on the Student Senate's Elections Committee.

A few tips from the current board:

1. Do not post any flyers, in person or online, without the approval of the Dean of Students office. They will be removed and it can harm your candidacy.
2. Have a clear idea of what your goals in your position would be. We want to hear what you would do in the role. Align these goals to the role as described in the [constitution](#).
3. Tabling is allowed, and encouraged! Contact us at student.senate@cgu.edu for help coordinating time/s to meet students.
4. 250 words is not enough to say everything, so focus on goals for your term, what your priorities would be in office, and relevant experiences that make you a good fit.
5. Run with a friend! The current board (and our predecessors) ran as a group of four and were able to connect with more students as a result.

Further questions can be directed to the elections committee chair, president.senate@cgu.edu. Additional details on timeline, updates, and voting procedures can be found on the CGU student senate website, <https://my.cgu.edu/student-senate/>.

Best of luck, we are excited to pass the torch to you 🔥💪!

Article 9. Apportionment, Election Procedure, and Election Arbitration

Section 9.1: Representative Apportionment

9.1.A: Each school of the Claremont Graduate University shall have two student representatives upon their recognition by the university.

9.1.B: The Student Senate shall have two Diversity Senators.

9.1.C: The Dean of Students Office will verify if all candidates are in good academic and disciplinary standing.

Section 9.2: School Senator Election Procedures

9.2.A: Nominations for School Senators shall be opened by March 1st of the academic year at a regularly scheduled meeting and shall be submitted to the Election Committee chair.

9.2.B: Nominees for School Senator positions shall submit their name, academic school, and a 250-word candidate statement, which shall be accessible to the student body for the duration of the election process.

9.2.C: Voting for School Senators shall be limited to their respective schools.

9.2.D: Popular voting shall remain open for a period of one week, after which the Executive Board shall accept the results of the election. Candidates will be immediately contacted and notified of the election outcome.

9.2.E: Vacancies shall be filled in compliance with Article 10 of this Constitution.

Section 9.3: Diversity Senator Election Procedures

9.3.A: Nominations for Diversity Senators shall be opened by March 1st of the academic year at a regularly scheduled meeting and shall be submitted to the Election Committee chair.

9.3.B: Nominees for Diversity Senator positions shall submit their name and a 250-word candidate statement, which shall be accessible to the student body for the duration of the election process.

9.3.C: Voting for Diversity Senators will be open to all students at CGU.

9.3.D: Voting shall remain open for a period of one week, after which the Executive Board shall accept the results of the election. Candidates will be immediately contacted and notified of the election outcome.

9.3.F: Vacancies shall be filled in compliance with Article 10 of this Constitution.

Section 9.5: Executive Board Election Procedures

9.5.A: Candidates considering any Student Senate Executive Board position must attend at least three Student Senate-related events, including Student Senate meetings, for the current academic year they are enrolled in, or currently serve on the Student Senate as an Executive Board member or a student representative. If the prospective candidate does not meet either requirement, they must obtain two signatures from Student Senate Executive Board members and five signatures from CGU students to confirm their candidacy to run for office.

9.5.B: Voting to elect the Student Senate president, vice president, treasurer, and secretary shall be open to all students enrolled at CGU.

9.5.C: The Election Committee shall preside over election proceedings and committee members cannot run for any executive office.

9.5.D: Nominations for Executive Officers shall be opened by March 1st of the academic year at a regularly scheduled meeting and shall be submitted to the Election Committee chair.

9.5.E: The deadline for candidate paperwork shall be one week after the call for nominations reaches its deadline and at least one week before the election meeting is held.

9.5.F: All CGU students in good standing are eligible to run for office. Each candidate is required to submit a 250-word statement and a one-page résumé, or a short bio, to the student body. Candidates can withdraw from the race at any time. Candidates who fail to submit nominations and/or appropriate documentation in accordance with announced deadlines will not be placed on the ballot.

9.5.H: Individuals may only run for one Executive Board position.

9.5.I: At least one week before the election, the Student Senate shall host an election meeting that is open to all CGU students.

1. The election meeting shall be facilitated and moderated by the Election Committee chair. The Election Committee chair shall, if they prefer, ask a university administrator, faculty member, or Student Senate member to moderate the questions and answers portion of the meeting. The meeting can be held in an in-person and/or virtual format.

2. The election meeting's purpose is to facilitate a time for students to hear thoughts from the candidates, and to allow time for questions from student to the candidates. No other business, except for announcements, shall be conducted at the meeting.

3. Each candidate will have time for a speech and time to answer questions from students during the forum. If a candidate cannot attend the meeting, they shall have the opportunity for the Election Committee chair to read a speech in their absence but will not have the opportunity to answer any additional questions. Absentee speeches may not last longer than speeches provided by other candidates.

4. All candidates shall have the same amount of time for a speech and a questions and answers (Q&A) portion. The amount of time for speeches and Q&A shall be predetermined and announced at the start of the meeting by the Election Committee chair. The time allotted will be based on the number of candidates and time available for the Student Senate election meeting.

9.5.J: If multiple officer positions are up for election, the order of presentations shall be: president, vice president, secretary, and then treasurer.

9.5.K: No candidates running for the same position may remain in the room during another candidate's speech. They must leave the room to prevent any unfair advantage until the candidate gives their speech. If conducted in a virtual format, the candidates cannot be logged online at the same time during their opponent's speech.

9.5.L: An audio or video recording of the event may be published to CGU Students with prior approval from each candidate. Any recordings shall be removed from all social media and public records after the election concludes.

9.5.M: Candidates may put up fliers on campus in accordance with CGU regulations.

1. Each flier shall be no larger than 8" x 11" and can only be placed on official bulletin boards in CGU buildings, excluding the library. Only one flier per bulletin board is permitted. No fliers shall be defamatory. If applicable, fliers may be promoted virtually. All promotional material must be removed within 48 hours of the conclusion of voting.
2. All campaign materials, both in-person and virtual, must comply with university policy.

9.5.N: Voting shall occur online and will be announced via email. All CGU students may participate in the voting process. When the polls close, the Election Committee chair and a university administrator must verify the results.

Section 9.6: Election Violations

9.6.A: To report a violation by a candidate of in-person and/or online election guidelines per CGU policy, a report must immediately be emailed to the Election committee chair and the Dean of Students at Deanof.Students@cgu.edu.

9.6.B: The Election Committee chair and the Dean of Students shall review the report within two business days.

9.6.C: If no violation is found, the candidate shall be allowed to continue the election campaign process.