



THE ASSOCIATED STUDENTS OF COLORADO STATE
UNIVERSITY

6st SESSION OF THE FIFTY-THIRD SENATE
27 September 2023

BILL #5304
Changes to the Elections Manager Job Descriptions

WRITTEN BY: Alayna Truxal, Chief Justice

SPONSORED BY:

ENDORSED BY: Alex Silverhart, ASCSU Vice President

Abstract: Changes to the Elections Manager Job Description and Subsequent Responsibilities

WHEREAS

Section 104 of the Constitution states “All officials of ASCSU shall be responsible for the duties specified in the job description for their office”; and,

WHEREAS

The Constitution also states “Job descriptions shall be created or changed only by the action of a bill passed by the Senate; so,

THEREFORE BE IT HEREBY ENACTED

The following changes be enacted on to the elections manager job descriptions:

“ASCSU Job Description
Associated Students of Colorado State University

Elections Manager

Shall receive compensation of \$8,350 for the fall and spring semesters.

General Eligibility:

All applicants for the Elections Manager position shall be students enrolled in at least one (1) on-campus credit at Colorado State University and must be in good academic and disciplinary standing at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

General Responsibilities and Supervision:

The ASCSU Elections Manager will be nominated by the ASCSU Chief Justice and approved by majority vote of the Senate. The Elections Manager may be reappointed to the Elections Manager position, but may hold no other executive, legislative, or judicial office for the succeeding year.

Fall Job-Specific Tasks and Responsibilities:

- Contribute a minimum of 15 office hours per week, 7 of which are required inside the ASCSU office or via a remote meeting platform. Work as many extra hours as needed to fulfill job duties.
- Attend weekly meetings with the ASCSU Chief Justice as needed.
- Schedule meetings with the Elections advisors, as needed
- Select the Elections Committee with the ratification of Senate prior to Winter Break
- Request appointments of additional officers as needed.
- **Campus Engagement:** Design and implement a plan to improve outreach to students of all backgrounds to advertise and promote the ASCSU elections. This should include candidacy and voting. In order to do so, the Elections Manager must meet the following conditions, at minimum:
 1. Reach out to different Registered Student Organizations to communicate opportunities for students.
 2. Work with current Senators for SDPS Offices, College Councils, and Student Organizations in order to market the elections.
 3. Work weekly with the ASCSU Marketing Department to create marketing materials for available election candidates.
 4. Work weekly with the ASCSU Campus Engagement Department to set up regular tabling shifts in order to recruit candidates for elected positions.
 5. Set-up a calendar agenda and present to Senate on the second week after winter break.
- Propose changes, if any, to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate one month before ASCSU elections.
- **Submit an electronic copy of the ASCSU Weekly Report** to the Supreme Court Chief Justice, including general report items, important dates, and other project information **every Friday** until the end of the elections period.

Spring Job-Specific Tasks and Responsibilities:

- Contribute a minimum of 15 office hours per week until the start of the elections period, 7 of which are required inside the ASCSU office or via a remote meeting platform. Work as many extra hours as needed to fulfill job duties.
- After the start of the elections period contribute a minimum of 20 office hours per week, 7 of which are required inside the ASCSU office or via a remote meeting platform. Work as many extra hours as needed to fulfill job duties.
- Attend weekly meetings with the ASCSU Chief Justice as needed.
- Schedule meetings with the Elections advisors, as needed
- Train the Elections Committee.
- Chair and organize meetings of the Elections Committee.
- Request appointments of additional officers as needed.

- **Campus Engagement:** Design and implement a plan to improve outreach to students of all backgrounds to advertise and promote the ASCSU elections. This should include candidacy and voting. In order to do so, the Elections Manager must meet the following conditions, at minimum:
 1. Reach out to different Registered Student Organizations to communicate opportunities for students.
 2. Work with current Senators for SDPS Offices, College Councils, and Student Organizations in order to market the elections.
 3. Work weekly with the ASCSU Marketing Department to create marketing materials for available election candidates.
 4. Work weekly with the ASCSU Campus Engagement Department to set up regular tabling shifts in order to recruit candidates for elected positions.
 5. Set-up a calendar agenda and present to Senate on the second week after winter break.
- Hold orientation sessions for potential Senator and Speaker of the Senate candidates, as well as for potential Presidential/Vice Presidential candidates, for the purpose of familiarizing them with the elections process and the ASCSU Referenda and Elections Code.
- Collaborate with candidates in the ASCSU elections to ensure compliance with all rules and regulations.
- **Submit an electronic copy of the ASCSU Weekly Report** to the Supreme Court Chief Justice, including general report items, important dates, and other project information **every Friday** until the end of the elections period.

Post-Elections Period Job-Specific Tasks and Responsibilities:

- Contribute a minimum of 15 office hours per week. Work as many extra hours as needed to fulfill job duties. – Suggested edit from the Internal Affairs Chair while editing formatting
- Meet with the ASCSU Chief Justice as needed.
- Schedule meetings with the Elections advisors, as needed
- Propose changes, if any, to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate one month before ASCSU elections.

Suggested Projects:

- Collaborate with IT departments to find relevant Graduate projects.
- Continue the conversation around where the Elections Manager and the Elections Committee.
- Facilitate a calendar with campus partners to narrow down ideal dates for elections events.
- Continue the conversation around Ranked Choice Voting.

General Tasks and Responsibilities:

- Attend SLiCE P-Card training.
- Work to promote the mission of ASCSU both internally and externally.

- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Judicial Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

Basic Qualifications:

- Ability and interest to advocate for the Students of Colorado State University.
- Demonstrate a strong commitment to the Principles of Community: **Inclusion, Integrity, Respect, Service, and Social Justice**
- Experience supporting various student communities at Colorado State University is preferred.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Previous experience in the ASCSU Elections Process is preferred but not required.

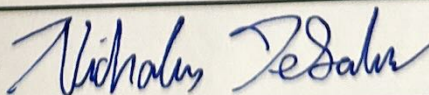
ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check. Job description subject to change.”

PASSAGE AND LEGISLATIVE HISTORY OF BILL #5126

INTRODUCED — 2th SESSION

SENATE PASSAGE 9/27/2023

ASCSU PRESIDENT Nick DeSalvo



DATE

9/28/23

THAT A COPY OF THIS LEGISLATION SHALL BE FORWARDED TO

Amy Parsons, Colorado State University President
Dr. Blanche Hughes, Vice President for Student Affairs
Tony Frank
Nick DeSalvo
Alex Silverhart
Pamela Norris
Jason Hewett
Jessica Dyrdaahl
Jessica Sholts
Jennifer Johnson
Alayna Truxal
Jamie Binder