

BILL 5520 - CREATION OF ELECTIONS COMMITTEE POSITION DESCRIPTION



THE ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

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13<sup>th</sup> SESSION OF THE FIFTY-FIFTH SENATE

11/12/2025

**BILL #5520 Creation of Elections Committee Position Description**

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**NOTICE:** *A signature to sponsor means that you only wish for the legislation to be heard, a signature to endorse means that you support the contents and/or actions of this legislation.*

**WRITTEN BY:** Emily Arnow, Elections Manager, Associated Students of Colorado State University

**COLLABORATED WITH:** Melanie Brousseau, Chief Justice, Associated Students of Colorado State University

**SPONSORED BY:**

**ENDORSED BY:** Giovanni Falbo, Parliamentarian; Claire Pickerel, Senator, Warner College of Natural Resources; Jelicity Luna, Director of Governmental Affairs; Grace Bennett, Director of Traditions and Programming; Noah Eddington, Senator, Adult Learner and Veteran Services; Ben Gregg, Director of Unified Success, Associated Students of Colorado State University; University Affairs Committee

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**ABSTRACT:** *Creation of the Elections Committee Job description and outline of subsequent responsibilities.*

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WHEREAS (1),

Article I, Section 104, Subsection D of the Constitution states "All officials of ASCSU shall be responsible for the duties specified in the job description for their office"; and,

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WHEREAS (2),

Article 1, Section 104, Subsection D, Subsubsection I of the Constitution states “If a job description does not exist for an office, that office holder shall make all due effort to produce a job description bill to be submitted to Senate within a reasonable amount of time”; and,

WHEREAS (3),

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 RESOLVED/ENACTED (1)**

That the following job description shall be approved for the member of Elections Committee of the Associated Students of Colorado State University:

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ASCSU Job Description  
Associated Students of Colorado State University

**Elections Committee Member**

The Elections Committee is a volunteer committee and is unpaid.

**General Eligibility:**

All applicants for the Elections Committee shall be students enrolled in at least one (1) oncampus 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.

The ASCSU Elections Committee will be hired by the ASCSU Elections Manager and approved by a majority vote of the Senate. The Elections Committee shall serve a term from November 19 or separate ratification date until March 27<sup>th</sup>.

Committee members may not run for office or serve on a campaign team while on the committee. Members must remain unbiased and impartial, and maintain confidentiality, for the duration of their term.

**Fall Job-Specific Tasks and Responsibilities:**

- Attend a Senate session for ratification in the two weeks following acceptance to the Committee.
- Attend weekly Committee meetings beginning after completion of ratification for training, orientation, and elections preparation.

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### **Spring Job-Specific Tasks and Responsibilities:**

- Attend weekly Committee meetings.
- Serve as a liaison to a campaign(s).
  - Approve campaign media within one (1) business day.
  - Answer campaign questions or direct to an appropriate individual.
- Attend additional violations hearings as needed based on case volume.
  - Additional meetings may be scheduled during the campaigning/voting period as needed.
- Attend result ratification and Senate on the concluding day of the voting period.
- Attend post-elections debrief meeting(s) as needed.

### **Basic Qualifications:**

- Must maintain confidentiality at all times regarding elections proceedings.
- Ability to act impartially and uphold fairness in all aspects of election-related duties.
- Ability and interest to advocate for the Students of Colorado State University. 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.
- Ability to communicate in an efficient, accurate, and clear fashion with individuals of various backgrounds and positions.
- ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification. Job description subject to change.

### **Supervision:**

Elections Committee Members are directly accountable to the Students of Colorado State University via the Elections Manager and the Chief Justice of ASCSU.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification.”

### **THEREFORE, BE IT HEREBY FURTHER RESOLVED/ENACTED (5)**

That a copy of this legislation be forwarded to Amy Parsons, President, Colorado State University; Tony Frank, Chancellor, CSU System; Blanche Hughes, Vice President, Student Affairs; Ben Schrader, Director, Adult Learner and Veteran Services, ASCSU Advisor; Duan Ruff, Director, Student Leadership Involvement and Community Engagement; Julia Pratt, Assistant Director for Student Government, Student Leadership, Involvement and Community Engagement; Farah Shah, ASCSU/SLICE Accountant, Student Leadership, Involvement and Community Engagement; Ali Raza, Assistant Director of Involvement, Student Leadership,

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Involvement and Community Engagement, ASCSU Advisor; Elisa Randazzo, ASCSU Administrative Assistant; Warner College Council; Ag Council; College of Liberal Arts Representative Council; Natural Sciences College Council; College of Health and Human Sciences Dean’s Leadership Council; College of Veterinary Medicine and Biomedical Sciences College Council; College of Business Dean’s Student Leadership Council; Lisa Chandler, Assistant Director, Adult Learner and Veteran Services; Kathleen Fairfax, Vice Provost, International Affairs, Colorado State University; Chad Hoseth, Assistant Vice Provost, International Affairs, Colorado State University; Greg Wymer, Director, International Student Scholars and Services; Mary Ann Lucero, Executive Director, Academic Advancement Center; Elizabeth Sink, Lead, Multifaith and Belief Initiatives; Gaurav Harshe, Interim Director, Asian Pacific American Cultural Center; John Miller IV, Director, Black/African American Cultural Center; Aaron Escobedo Garmon, Director, El Centro; Maggie Hendrickson, Director, Pride Resource Center; Tyrone Smith, Director, Native American Cultural Center; Imani Lindberg, Interim Director, Survivor Advocacy & Foundational Education Center; Justin Dove, Director, Student Disability Center; Mike Ellis, Associate Vice President and Executive Director, Lory Student Center; Pamela Norris, Associate Executive Director Engagement and Talent Development; Lindsay Sell, Director, Fraternity and Sorority Life; Kauline Cipriani, Vice President for Inclusive Excellence; Marion Underwood, Provost and Executive Vice President, Amy Taylor, Senior Director, Accessibility Center;

PASSAGE AND ENACTMENT OF BILL 5520 SESSION OF PASSAGE

Yays – Nays – Abstentions

ASCSU SPEAKER OF THE SENATE BROOKELYN REESE

DATE  
1/30/2026

Signed by:



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ASCSU PRESIDENT JAKYE NUNLEY

DATE

2/2/2026

Signed by:



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**RESOURCES:**

Use this section to place any relevant citations and/or resources used in the producing of this legislation.

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**THAT THIS LEGISLATION SHALL BE FORWARDED TO:**

**Amy Parsons**, President of Colorado State University

**Tony Frank**, Chancellor of the Colorado State University System

**Blanche Hughes**, Vice President for Student Affairs of Colorado State University

**Ben Schrader**, Director of the Adult Learner and Veteran Services, ASCSU Advisor

**Julia Pratt**, Assistant Director for Student Government of Student Leadership, Involvement and Community Engagement

**Farah Shah**, ASCSU/SLiCE Accountant for Student Leadership, Involvement and Community Engagement

**Ali Raza**, Assistant Director of Involvement for Student Leadership, Involvement and Community Engagement, ASCSU Advisor

**Duan Ruff**, Director of Student Leadership Involvement and Community Engagement

**Elisa Randazzo**, ASCSU Administrative Assistant

**Warner College Council**

**Ag Council**

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**College of Liberal Arts Representative Council**

**Natural Sciences College Council**

**College of Health and Human Sciences Dean's Leadership Council**

**College of Veterinary Medicine and Biomedical Sciences College Council**

**College of Business Dean's Student Leadership Council**

**Lisa Chandler**, Assistant Director of Adult Learner and Veteran Services

**Kathleen Fairfax**, Vice Provost of International Affairs for Colorado State University

**Chad Hoseth**, Assistant Vice Provost of International Affairs for Colorado State University

**Greg Wymer**, Director of International Student Scholars and Services

**Mary Ann Lucero**, Executive Director of the Academic Advancement Center

**Elizabeth Sink**, Lead of Multifaith and Belief Initiatives

**Gaurav Harshe**, Interim Director of the Asian Pacific American Cultural Center

**John Miller IV**, Director, Black/African American Cultural Center

**Aaron Escobedo Garmon**, Director of El Centro

**Maggie Hendrickson**, Director of the Pride Resource Center

**Tyrone Smith**, Director of the Native American Cultural Center

**Imani Lindberg**, Interim Director of the Survivor Advocacy & Foundational Education Center

**Justin Dove**, Director of the Student Disability Center

**Amy Taylor**, Senior Director of the Accessibility

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**ARCHIVE INFO [Parliamentarian Use Only]**

**INTRODUCTION DATE/SESSION:**

13<sup>th</sup> Session, 11/20/2025

**ARCHIVE DATE:**

1/28/2026

**COMMITTEE'S REVIEWED:**

University Affairs Committee

Internal Affairs Committee

**MONETARY? Y/N**