Election Director Report
Fall 2020

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Purpose & Election Dates

Purpose of the Special Election

This Special Election was necessary for LSA Student Government to hold, as the Center for Campus Involvement requested certain articles be added to the constitution. However, in order to amend the LSA Student Government Constitution, a vote by the general body of LSA was required; therefore this created the need for the Special Election so students could vote in favor or against the proposed articles.

In addition, another constitutional amendment was voted on regarding the number of Elected Representatives, which would change the basis for elected representatives from the population of the College of LSA to a set number of 15 elected each fall and winter semester (30 total).

Timeline of Election

Hiring of Election Director - August 28th, 2020
Voting website approved - Saturday September 19th, 2020
Advertising of the Election - starting Friday September 25th, 2020
Election - 24 hours on Tuesday, September 29th, 2020

Setting up Election Website

Initial Steps

1. Make an MCommunity Listserv that contains the Election Directors. Label it along the lines of "F20 LSA SG Special Election Planning". Exact name does not matter, but make it specific to that election. Make sure the listserv is viewable to ANYONE.
2. Go to https://vote.umich.edu/?id=director_help#1-1 . READ THIS PAGE IN ITS ENTIRETY. This page has a lot of helpful information for setting up elections. (It even details a lot of the stuff I am going to go through below and more)
3. Click "Register an Election"
4. The name has to be unique and cannot match a previous semester's election name. So something like "F20 LSA Student Govt. Special Election" should work,
5. Choose the listserve that you set up in step 1 as the "Election Directors" for the election.
6. Fill in dates for the "Preview" phase (when individuals can see the election but cannot vote), the "Voting" phase (ie the Election Dates), and date the election expires from Vote.Umich.edu (set to be 1 month after end of voting period)
7. Write a "short description" for the election that is very broad and short. Discuss the offices and # of open seats (such as "Vote in the LSA Student Government Elections to adopt or reject constitutional amendments"). Should be about 1 sentence.
8. Write a "long description" that adds a tiny bit of elaboration to the short description. Should be closer to 1-2 SHORT paragraphs.
9. Make sure to allow individuals to fill in their own platforms.
10. Make sure to set for all candidates to be randomly ordered in each election.
11. Make sure to NOT allow Parties

Getting List of Eligible Voters

1. Fourteen business days prior to when you want the "Preview" phase to go live, send an email to the Office of the Registrar at student.data.request@umich.edu. Specifically request all the uniqnames of all students enrolled in the College of LSA. (They will send this in an excel or csv format. You will need to copy-paste this into a txt file).
2. Once you receive the uniqnames from the Office of the Registrar, upload the txt file on the Eligibility slide. Check to see that after you upload it that the "Number of eligible voters" is approximately the population of undergraduates in LSA (should be about 19,000 students).

Setting up Offices - not needed for an election lacking candidates

1. Click on the "Offices" tab, and select the number of seats available as "number of preferences" that voters get. Turn on allowing write-ins for all "Offices". Make sure that "ranked" or "preference" voting is turned on.
2. Type a description of each Office and number of positions available.
3. Enter every candidate with their name and uniqname.
4. (After getting Election Approved). You can either manually enter everyone's platforms by "editing candidates" and adding it then OR you can have Vote.Umich.Edu send an email to all candidates with a link to upload their own platform.
5. Note - although not currently used in LSA SG elections - when setting up Offices is when you'd either allow parties or write a short blurb about each candidate. (This might be a useful feature to explore to allow for writing INCUMBENT next to anyone who is running for re-election or to be re-seated).

Setting up Ballot Questions - used for this election

6. For Ballot Questions - for each one do NOT allow preference ranking and do NOT allow write-ins.
7. Type in text of question. Note - sometimes it won't like the text when you copy-paste it from a different document, so actually typing it is IMPORTANT.
8. Type in all the answers as separate options.
9. If additional information is wanted to be provided for the ballot question outside of the text of the question itself (say a link to a google document with more information), you can put this in "Details".
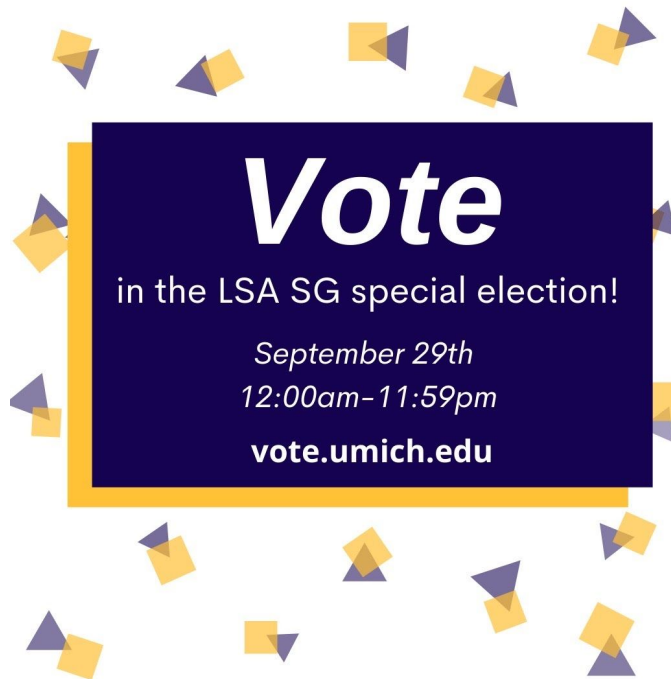
Submitting for Approval

Just make sure everything is as you want it by "Previewing Ballot" before you submit for Approval. Once it is approved you can still edit MOST of it (adding offices, changing eligibility, adding ballot questions, adding candidates, deleting candidates, adding platforms, etc) but there are some things you can no longer change (name and descriptions of election). For more information reach out to the Central Student Government (CSG) advisor, as they are the ones that approve all elections on Vote.Umich.Edu and also have a lot of experience with the system.

Advertising Voting

Social Media

- External Relations Officer, Mary McKillop created some graphics that were shared on the LSA Student Government Instagram, Facebook, and website. Members of the government were encouraged to share these posts to promote the election.
- Information about the election was also posted on the Michigan Facebook Class of 2022, 2023, and 2024 pages.

Vote
in the LSA SG special election!
September 29th
12:00am-11:59pm
vote.umich.edu

Emails

- On the day of the election, I emailed around 40 different student organizations about the ongoing election in an effort to garner more voter participation. In the future, perhaps an email the week before and one scheduled for 12am should be sent as a reminder.
- External Relations Officer, Mary McKillop sent out a DC email the day before the election, which reaches all students in the College of LSA.

All of the advertising done for this election was virtual due to the ongoing COVID-19 Pandemic. More avenues of virtual advertising should be explored for future fully virtual advertising. It was also more difficult to advertise this election as it did not coincide with other student governments' elections and the *Michigan Daily* did not respond to a request for coverage.

Results & Certification

Unofficial Results

At 12:28am on Wednesday September 30th, I emailed the LSA Student Government Executive Board the unofficial results of the election. The contents of my email are below:

Hello all!
I have attached a screenshot of the unofficial results of the F20 LSA Student Government Special Election. Both constitutional amendments passed. Counsel Tyler Watt and I will be meeting later today to certify the official results as long as there are no challenges reported by 12:02PM EST. Once certified, the results are official and final, and not subject to appeal. Please let me know if you have any questions!

F20 LSA SG Special Election

Number of Voters: 75

C F2020.02 Proposed Amendment to the Constitution of the College of Literature, Science, and the Arts Student Government – Add Articles X "Affliation" and XI "Non–Discriminatory Practices" to Appendix A in order for the Government to be in compliance with guidelines set forth by the Center for Campus Involvement (click details)

Answer	Votes	Exceptions	Total including Exceptions
Adopt proposed amendment C F2020.02	70	2	72
Reject proposed amendment C F2020.02	3	0	3

C F2020.01 Proposed Amendment to the Constitution of the College of Literature, Science, and the Arts Student Government – Set number of Elected Representatives (30 total, 15 elected each term) for LSA Student Government (click details)

Answer	Votes	Exceptions	Total including Exceptions
Adopt proposed amendment C F2020.01	58	2	60
Reject proposed amendment C F2020.01	14	0	14

Official Results

By 12:50pm on Wednesday, September 30th, receiving no challenges to the results of the election, Counsel Tyler Watt and I met over Zoom to certify the election results. We communicated via Zoom because it was easy for screen share. We certified 1 exception vote after confirming LSA voting eligibility, and the change is reflected below. However, it did not affect the final results. The second exception vote was not eligible to be certified. At 12:55pm, Counsel Tyler Watt and I certified the results to be official. My email to the LSA SG Executive Board and official results are below:

Good afternoon,
After tabulating the votes and exception ballots and receiving no challenges by 12:02PM, Counsel Tyler Watt and I certified the F20 LSA Student Government Special Election Results at 12:55PM today via Zoom. These results attached are official and final.
Thank you for the opportunity to be your election director for this election!

F20 LSA SG Special Election

Number of Voters: 75

C F2020.02 Proposed Amendment to the Constitution of the College of Literature, Science, and the Arts Student Government – Add Articles X "Affliation" and XI "Non–Discriminatory Practices" to Appendix A in order for the Government to be in compliance with guidelines set forth by the Center for Campus Involvement (click details)

Answer	Votes	Exceptions	Total including Exceptions
Adopt proposed amendment C F2020.02	71	1	72
Reject proposed amendment C F2020.02	3	0	3

C F2020.01 Proposed Amendment to the Constitution of the College of Literature, Science, and the Arts Student Government – Set number of Elected Representatives (30 total, 15 elected each term) for LSA Student Government (click details)

Answer	Votes	Exceptions	Total including Exceptions
Adopt proposed amendment C F2020.01	59	1	60
Reject proposed amendment C F2020.01	14	0	14

Recommendations & Time Sheet

Recommendations for future elections

The impact of COVID-19 has made our interaction with voters more difficult. In past semesters, the ability to have in-person voting stations and draw voters' attention through coffee and bagels was a large advantage to voter turnout. Additionally, this election did not fall in line with a Central Student Government election, so we did not get extra votes from there. Lastly, since candidates were not involved in this election, people are not as motivated to vote since their friends are not spreading the word to them to vote.

I would recommend that for a fully online election in the future to coordinate stronger advertising with different LSA departments, ask CSG to advertise for LSA SG elections, and strategize ways to interact with LSA students who are not reached through the social media accounts. It is difficult to navigate a fully-online election, but I have faith that fully online elections involving candidates will have a much higher voter turnout.

Timesheet

Task	Time
Setting up vote.umich.edu	2 hours
Meetings / discussions with EBoard	0.75 hours
Emailing orgs to encourage voting	1.5 hour
Retrieving list of eligible voters from registrar	0.25 hours
Writing election director's report	1.5 hour
	6 hours