



# University of Pittsburgh

## *Student Government Board*

848 William Pitt Union  
3959 Fifth Avenue  
Pittsburgh, PA 15260  
412-648-7970  
Fax: 412-648-2141

## **Student Government Board**

### **By-Laws**

#### *Elections By-Laws*

#### **Article I: The Purpose of the Elections Committee**

A. The Student Government Board Elections Committee is responsible for conducting a fair, honest, and efficient campus-wide election in accordance with the SGB constitution and the Elections Code.

#### **Article II: Duties and Responsibilities**

A. The members of the committee work together to inform all of the candidates about the elections process, and help to regulate campaign procedure. The election is an exciting and stressful time for the candidates, and the committee is responsible for making sure they can respond to any violations of the elections code.

B. The Elections Committee shall be responsible for opening and closing the polling places, enforcing the Elections Code, maintaining accurate records of voting, keeping times of the poll workers, and preparing and publishing all notices in connection with the execution of the election.

C. The committee helps to arrange and moderate the presidential debate, as well handle the inauguration in the spring term.

#### **Article III: Membership**

A. Committee membership is limited to non-CGS undergraduate full time students.

B. The number of committee members shall be determined by the chairperson.

C. Committee members may resign at any time with a written letter to the Student Government Board.

D. Committee members shall not run for Board or President while they are simultaneously serving on the committee.

1. Committee members who wish to run for Board or President must resign by the last day of the spring semester.

a. Those who fail to resign in time may not run in the following fall election but may in the election after their full term would have ended.

E. Committee members shall at all times avoid the appearance of any bias, even if no real bias exists.

F. Any committee member with a conflict of interest, real or perceived, will be expected to recuse him or herself from any decisions where such conflict might arise.

#### **Article IV: Responsibilities of Officers**

##### **A. Chairperson**

1. The chairperson shall be selected in accordance with the SGB Bylaws.
  - a. The position of chairperson can be split into two acting co-chairs if deemed by the SGB. Both positions shall be selected and act in accordance with the responsibilities of the chairperson.
2. Shall serve as the official spokesperson(s) for the committee.
3. Must attend all public SGB meetings and present a report.
  - a. If the committee is governed by co-chairpersons, then at least one of these individuals must attend and present a report.
4. Shall keep five office hours per week.
5. Shall appoint the other officers of the committee, subject to the future approval by the members of the committee.
6. Can create temporary positions with the approval of the Board Liaison.
7. Reserves the right to set up ad hoc committees under the committee.
8. Shall coordinate the activities of the committee.
9. Shall set meeting times in a designated place.
10. Shall create and follow agendas for committee meetings.
11. Shall report to the Liaison assigned to the Elections Committee.

##### **B. Secretary**

1. Shall record minutes from all committee meetings.
2. Shall work with the chairperson(s) to record meeting attendance.
3. Shall submit all secretarial work to the full-time secretary for SGB

#### **Article V: Removal**

A. The chairperson(s) reserves the right to remove any committee member who is acting inappropriately, as he/she sees fit.

B. Additionally, any committee member may motion to remove another committee member but this action must be approved by 2/3 vote of the committee.

C. A removed committee member may appeal his or removal by appealing to the judicial chairperson in writing within one week of being removed.

**Article VI: Meetings**

A. A meeting in which voting takes place must have 2/3 majority of the committee members in attendance.

B. Meetings shall be conducted in a professional manner. All committee members are asked to respect one another and to discuss matters in an orderly manner.

**Article VII: Parliamentary Authority**

A. The Chairperson(s) shall have the power of conducting the business of the committee as defined in the most recently revised version of Robert's Rules of Order. In Cases where the newly revised version of Robert's Rules of Order are inconsistent with the bylaws or constitution of the Student Government Board, the bylaws or constitution shall take precedence over Robert's Rules of Order.

**Article VIII: Ratification and Amendment**

A. Any modification to these bylaws must be made by the Elections Committee and approved by a 2/3 committee vote.

B. They shall then be submitted to the Judicial Committee for review and approved by a 2/3 committee vote before the approval of the Student Government Board.

C. These bylaws shall be effective upon approval of a 2/3 vote by the Student Government Board.

D. The Student Government Board Constitution and Bylaws set all absolute precedence.