Election Director Report

Fall 2019

Lorraine Furtado | Election Director

Table of Contents

Election Dates & Timeline

Dates Set and Timeline

The dates chosen for the semester's election were Wednesday November 20th, 2019 and Thursday November 21st, 2019. Upon my hiring, I sat down with President Brian Wang created the following timeline based on the Election Code which was included in the Candidate Packets.

- **Sunday, November 3rd, 2019 at 5:00pm:** Filing Deadline
- **Monday, November 4th, 2019 at 7:00pm:** Mandatory Candidates' Meeting, G228 Angell
- **Monday, November 4th, 2019 at 8:00pm**: Campaign period begins
- **Wednesdays, November 6th and 12th, 2019 at 8:00pm**: LSA SG General Meetings (1427 Mason, must attend 1 of these 2 dates)
- **Friday, November 15th, 2019**: Mandatory Candidates Forum, 6:00pm in (Room D in the League)
- **Monday, November 18th, 2019 at 11:59pm**: Candidacy withdrawal and Platform Submission deadline (to lfurta@umich.edu)
- **Tuesday, November 19th, 2019 at 11:59pm**: Campaign period ends and Financial Disclosure Forms are due
- **Wednesday November 20th, 2019 and Thursday November 21st, 2019**: Polls are open at vote.umich.edu for all LSA SG elections
- **Thursday, November 21st, 2019 at 11:59pm**: Polls close
- **Friday November 22nd, 2019**: Unofficial elections results released

Recruiting Candidates

Social Media

I worked with Riya Gupta to generate a facebook post encouraging individuals to run in the LSA SG elections. Additionally, we tweeted encouraging individuals to run. We made an Instagram post and story, along with a snapchat story. We could have had stronger social media advertising, and next semester I would encourage creating graphics earlier and encouraging members of the government to share it on a variety of "Class of 20__" facebook pages.

Direct Constituents Email

LSA SG ERO Kevan Casson and I were not able to get a DC email announcement out before the filing deadline. Next semester, I would use the template below and even consider sending out a separate email encouraging individuals to run.

RUN IN THE LSA STUDENT GOVT ELECTIONS

Do you want to make a difference in the College of LSA? Do you want to serve your fellow students? Do you want to have a vote on key policy decisions impacting the College and LSA Student Government? Run to serve as an elected representative or as the next LSA SG President or Vice President! LSA SG welcomes any and everyone in LSA to

run! The deadline to declare candidacy is [FILING DEADLINE]. Find out more information on running **HERE** and register to run in the elections **HERE**.

Department Outreach

I sent out the following email blurb to several LSA departments, several LSA academic resource units, and some University offices asking if they could help advertise students filing to run in our elections in any way. Some professors responded quickly, but there were a large proportion that did not respond to my email. President Brian Wang sent me the link to the Google Sheet with Department contact info, but a lot of the contacts were out of date. I would encourage a review of this sheet for next semester.

Dear Mr. Craft,

Good afternoon! My name is Lorraine Furtado, and I am this semester's LSA Student Government Election Director.


As you may be aware, LSA Student Government, unlike the Central Student Government, is the student government that specifically represents LSA students and focuses on issues and policies relating to the College of LSA. This includes working with the Division of Undergraduate Education on college-wide policies impacting students, working with programs and departments on course policies, and LSA student services including Newnan, ISS, LRC, the Opportunity Hub, the SLC, and Sweetland.

With the LSA SG Fall 2019 Elections coming up, LSA SG is trying to increase participation from all academic units of the College, and is seeking additional ways of reaching out to students to encourage them to join LSA SG and apply to run in the elections.

Would be possible to include either a photo, brief text description, or both into your program/department's upcoming newsletter to undergraduate students encouraging them to run in the upcoming LSA Student Government elections?

If so, included below is a sample text blurb and photo encouraging students to run in the elections.

RUN IN THE LSA STUDENT GOVERNMENT ELECTIONS

Do you want to make a difference in the College of LSA? Do you want to serve your fellow students? Do you want to have a vote on key policy decisions impacting the College and LSA Student Government? Run to serve as an elected representative! LSA SG welcomes any and everyone in LSA to run! The deadline to declare candidacy is Sunday November 3rd, 2019 at 5:00 pm. Find out more information on running **HERE** and register to run in the elections **HERE**.
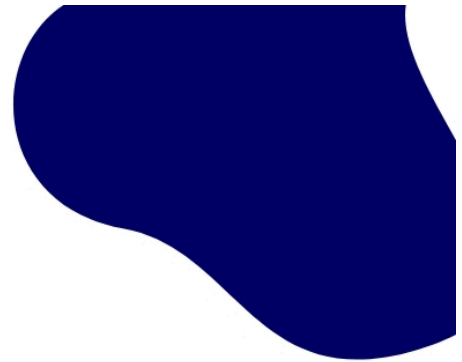
RUN TO BE AN ELECTED REPRESENTATIVE FOR LSA STUDENT GOVERNMENT

- Open to any and all LSA students, including new members and transfers
- Represent your community and create real results and tangible change
- Become part of the LSA Student Government family

FILING DEADLINE: SUNDAY, NOVEMBER 3RD AT 5:00 PM

Apply to run at:
https://lsa.umich.edu/lsasg/elections-.html
OR
https://tinyurl.com/f19lsasgdeclareform

Thank you for your time, consideration, and service to the students in your program, and to the College of LSA as a whole.

Best,

Lorraine Furtado
.

Intragovernmental Recruiting

We reached out to all appointed representatives whose terms we knew were expiring, all associate representatives, and sent emails to committee chairs asking them to advertise to their committee members. This intragovernmental recruiting appeared to be the most effective at getting people to run, as many individuals we encouraged to run for representative spots did so.

At the time of the Candidates Meeting there were sixteen (16) individuals running for the thirteen (13) available representative seats. Due to individuals dropping out of the race this would eventually be reduced to thirteen (13) running for elected representative by the time polls opened.

Candidates Meeting

Topics Covered

I edited the previously made slideshows to discuss the requirements of running in the elections, the rules regarding both the campaigning and the voting periods, and other important timelines for candidates. I also discussed many of the mechanisms and additional deadlines created for purposes of attempting to enforce certain portions of the Bylaws - such as the election violation reporting form.

Makeup Meetings

Some candidates let me know before the meeting they weren't able to make it. In hindsight, I would ask candidates to give at least 48 hours before an absence. This would make it easier to coordinate makeup meetings in advance, instead of having people who couldn't make it last minute having to adjust schedules to make the makeup meeting. Another option would be to have two candidates meetings, but I do not think this is the best solution because it's helpful for all the candidates to meet each other. At the beginning of the meeting, I took attendance during the icebreaker. Afterwards, I emailed everyone not in attendance a when2meet to schedule a

makeup meeting within the next 48 hours. Due to scheduling, I had to meet individually with two of the candidates to make up the meeting. These individual meetings were actually a great time to go in depth with candidates about specific questions, and this leads me to suggest having future Election Directors hold office hours to provide a space for candidates to meet with the Director individually and in person.

Candidates Forum

Format

Due to the number of candidates, I decided to give each representative candidate two (2) minutes to speak and three (3) minutes to answer questions. This time was decided quite arbitrarily, and next election, I suggest proposing different formats when proposing the Candidates Forum at general and receiving more input from General about what format is most efficient.

Questions

In advance of the Candidates Forum, Exec sent a form out to the government asking for individuals to submit questions to be asked to candidates. I used these questions during the Candidates Forum when there were no questions from the audience to ask the candidates. During the Forum, we did have a problem with audience members not asking any questions. One solution I propose is printing some of the collected questions and making them available at the door, so audience members have questions already available.

Advertising and Footage

We worked with the LSA SG ERO to advertise the candidates via a Facebook event. We live-streamed the forum on Instagram instead of Facebook because I did not have access to the Facebook page and the ERO was not able to attend the Forum. In regards to this, I encourage the Elections Director to schedule the Forum at a time when Exec can make it, and making attendance by Exec mandatory. This would make the event run smoother, candidates feel more supported, and increase participation in the Forum. Unfortunately not many non-candidates attended the event. Better advertising and food could improve non-governmental turnout.

The Michigan Daily Coverage

Below is the article that *The Michigan Daily* wrote about the debate. Getting Daily coverage was an important part of our advertising, as it gave candidates something to easily share and use to raise awareness of the election.

https://www.michigandaily.com/section/student-government/lsa-student-government-representative-candidates%E2%80%99-forum-focuses-mental

I emailed the following to rsfarkas@umich.edu in order to get the Forum on their list.

Hi Remy,

My name is Lorraine Furtado, and I'm the Elections Director for LSA Student Government. I was given your name as our contact for the Daily, and I just wanted to reach out and let you know about our upcoming Candidates Forum this Friday, November 15th at 6 PM in Room D of the League.

We would love to have the Daily present at this event so all LSA students can receive more coverage on the election. Please let me know your thoughts, or if there's someone else I should be in contact with. Thank you for your time and help!

Best,

Lorraine Furtado

Voting Polling Stations

Locations

I chose not to hold the Polling Station in the office this year because the office relocated to a location many constituents were not aware of and my aim with the polling stations was to increase turnout. This turned out to be quite a controversial decision, and I would advice future Election Directors to consult with General and Exec about the location. Instead of holding it in the office, we were at the front of Mason by the Posting Wall area. This worked out well in terms of turnout, and we had quite a few students stop by.

Reserving Laptops

President Brian Wang reserved laptops for the polling station under my name, which I was appreciative of. We reserved four laptops, and I would encourage future Directors to reserve more because there was a wait time to use the computers.. You can reserve equipment by emailing lsa-iss-reservations@umich.edu.

Panera Bagels

For the Panera bagels and coffee, I placed a personal order which I was reimbursed for. We chose not to get coffee because it greatly slows down people moving through the station and ends up costing a significant amount. I ordered 5 bagel packs, pre-sliced and specifically in the flavors chocolate chip, everything, plain, asiago, and cinnamon crunch. These flavors were relatively popular, and I would encourage customizing the flavors instead of going with the default distribution. I requested silverware and plates for 70 people. This ended up costing $84.15. We requested that each person take half a bagel, and split up the bagels in advance. This greatly stretched our budget, and I would encourage future Directors to do the same.

Setting Up Day Of

Beyond setting up the laptops, we also set up a sign giving instructions on how to vote at vote.umich.edu and a sign to set up in the hallway informing individuals that there were free coffee and bagels. Setup was a difficult process, and I could have put more foresight into how to better prepare for both set-up and take-down. I would encourage future elections directors to pair with a committee to get more volunteers to help staff the event and assist with setting up and taking down.

Setting Up Vote.Umich.Edu

Initial Steps

1. Make an MCommunity Listserv that contains the Election Directors. Label it along the lines of "W19 LSA SG Election Planning/Management". 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 "Winter 2019 LSA Student Govt. Elections" 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 for a President-Vice President ticket, thirteen elected representative seats, and three ballot questions"). 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).

Setting up Offices

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

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. 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 in the Elections

Joint Election Advertising w/ Other Student Governments

The Communications Director for CSG, Alexander Johnson, reached out to Kevan and I about collaborating with CSG to create a video encouraging students to vote. Unfortunately, scheduling did not work out and we were not all able to meet, but I encourage future Directors to pursue this in the future.

Advertising the LSA SG Elections and Polling Stations

We worked with ERO Kevan Casson to make a Facebook event. Communications Committee Vice Chair Riya Gupta also made a number of images for advertising voting in the elections which they shared with individuals. Riya created graphics for Instagram and Facebook and encouraged members to share the images.

Election Violations

There were no election violation issues that we had to address during the elections.

Results and Certification

At 1:18 am on Friday, November 22nd 2019 I sent out the unofficial results of the election. The text of the email I sent is below. I sent the results of the representative race to both the Executive Board and the candidates, but only sent the ballot question results to the Executive Board.

Dear candidates,

Below are the unofficial results for the race for thirteen (13) elected representative seats. These results are pending certification and demerits have not been counted towards the results. However, regarding demerits, at this time no candidate or ticket has received the four (4) or more necessary to be disqualified from the race.

The results of the ballot questions shall be separately sent to the LSA SG executive board.

Regarding the elected representative race, the thirteen (13) candidates who received the most weighted votes not including "exception ballots" are those that have won a seat as an LSA SG elected representative. Any candidates ranked fourteenth (14th) or lower have failed to secure a seat in this election. **You have all won a seat as an LSA SG elected representative.**

Per 18.04.07, if any of you wish to challenge the results of these elections with the Central Student Judiciary (CSJ), you must notify myself and Nick Bonde within the next twelve (12) hours - or by 1:20 pm EDT this afternoon. Should you intend to challenge these results, after sending your intent to challenge to Nick and I, you will need to file the suit with CSJ within one (1) week.

Should no candidate notify Nick Bonde and I that they seek to challenge the results of the election by 12:02 pm, Nick and I, alongside President Brian Wang, will reach a consensus on certifying the results of the elections. Once certified, the results are official and final, and not subject to appeal.

For your convenience, we have included 18.04.04-18.04.07 below which relate to the vote tabulation and certification process.

Congratulations to everyone on the hard work they put into the elections.

Best,

Lorraine Furtado

At 5:20 pm on November 22nd 2019, having received no notifications from any of the candidates about any intention to challenge the results of the election in CSJ, and due to none of the races having any discrepancies between who received enough votes to win under "weighted vote totals" and "weighted votes with exception ballots" I, along with LSA SG Counsel Nick Bonde, certified the results and informed the candidates.

Official Results

#	Candidate	Weighted	Votes	Exceptions	Weighted Total Including Exceptions
1	Sarah Salino	3352	385	0	3352
2	Riya Gupta	3067	352	0	3067
3	Andrew Goldman	3066	355	0	3066
4	Danae Diaz	3063	361	0	3063
5	Sophia Rich	2725	356	0	2725
6	Anna Colvin	2657	325	0	2657
7	Adam Grimes	2631	323	0	2631
8	Emma Rose	2504	314	0	2504
9	Timothy Dalrymple	2482	310	0	2482
10	Riley List	2202	300	0	2202
11	Gabriela Torres	2159	306	0	2159
12	Claudia McLean	1918	293	0	1918
13	Taewon (Danny) Hwang	1894	298	0	1894

Elected Representative Information Sheet

The following information sheet was sent out to all individuals elected to representative positions in LSA Student Government.

	Elected Representative
Responsibilities	*Must* attend.... ● **General Meetings** every Wednesday (1427 Mason Hall 8:00 p.m.) ● **ONE HOUR** per week in the *Student Government Office (G325 Mason Hall)* open 10 a.m to 4 p.m. Monday to Friday. ● **ONE** *committee meeting (G325 Mason Hall)*, of your choice, per week. ● **Appointments Candidate Selection Meeting,** which only occurs **ONCE** a semester
LSA SG Committees All Committee Meetings are held in the SG Office (G325 Mason Hall) Committee times can be found on the LSA SG website	**Non-Block Committees** ● Budget Allocations Committee (BAC)* ● Internal Review Committee (IRC)◆ **External Relations Committee Block** ● Communications Committee (COMM)◆ ● Appointments Committee (Appointments)* **Academic Affairs Committee Block** ● Subcommittee on Technology, Advising, and Academic Resources (STAAR) ● Committee Advocating for Transfer Students (CATS) ● Academic Affairs Committee (AAC) ◆ **Student Life Committee Block** ● Taking Responsibility for the Earth and Environment Subcommittee (TREES) ● Health Subcommittee (Health) ● Diversity Affairs Committee (DAC) ● Student Life Committee (SLC)◆ *Either need to be an elected representative, or otherwise appointed or elected to serve on these committees All other committees are open to any LSA student to join ◆ These committees are chaired by a member of the LSA SG Executive Board. All other committee chair and vice chair positions are elected each semester and open for any LSA student to run for (with the exception of Appointments Chair, Appointments Vice Chair, BAC Chair, and BAC Vice Chair).
Governmental Rights	One is allowed speaking and voting rights during General Meetings.
Absences Allowed Per Semester	**4 Unexcused Absences** There are **TWO** possible absences per general meeting. Role call is taken at the **beginning** and at the **end** of each General Student Government Meeting. Unlimited Excused Absences if proper forms submitted to secretary.
Term-Length	**2 Semesters** *For example, Fall 2018 to Fall 2019 OR Winter 2019 to Winter 2020.*
Parliamentary Procedure	**LSA SG General Meetings:** Simplified Parliamentary Procedure is used. Most points/motions/actions you can take are listed on the back of your placard. Other rules are either in the LSA SG Bylaws or in Roberts Rules of Order. You can ask the LSA SG Counsel for assistance learning Parliamentary Procedure.

	Committee Meetings: Almost never run with Parliamentary Procedure. Casual working atmosphere. For any and all LSA SG Parliamentary Procedure Questions please consult the LSA SG Counsel
Finances	**Committee Projects:** Talk with the respective committee chair. Every committee is allocated a budget at the beginning of the semester. Expenses are either financed via reimbursement (you spend money then submit receipts to the LSA SG Treasurer to get a reimbursement check) or via shortcode (you submit a code and money is taken directly from LSA SG's accounts). **Student Org Funding:** The Budget Allocations Committee handles all LSA SG funding of student organizations. **Personal Student Govt. Projects:** You can get funding for either projects which are too expensive for any one committee - such as purchasing a light therapy lamp for the UGLI or holding a Mental Health Week - or which are outside the scope of any one committee by passing a resolution through the LSA SG General Body. You should discuss this with both the LSA SG Treasurer and Counsel in advance for assistance. For any and all LSA SG Finance Questions please consult the LSA SG Treasurer

Previous Successful LSA SG Projects
- Renamed C.C. Little Building
- Amended University Academic Calendar
- Creation of Minors such as Religion, Sociology of Health and Medicine, and Entrepreneurship
- Flu Shot Clinic
- Race & Ethnicity Forum: Tackling Issues with the R&E Requirement
- Alumni Connection Events
- SAPAC Syllabus Language