



UNLVCSUN

STUDENT GOVERNMENT

CONSOLIDATED STUDENTS OF THE UNIVERSITY OF NEVADA, LAS VEGAS

56th Executive Session

EXECUTIVE BILL 56-03

AN ACT TO AMEND THE CSUN BYLAW CHAPTER 210

Bill Number: EB 56-03

Authors of Legislation: Princessa Tolano, Student Body Vice President

Sponsor of Legislation: EXECUTIVE BOARD

WHEREAS, the Consolidated Students of the University of Nevada (CSUN) represents all 27,000+ undergraduate students enrolled at the University of Nevada Las Vegas; **AND**

WHEREAS, the Senate of the Consolidated Students of the University of Nevada, under the authority of CSUN Constitution VI.D.01, is “empowered to enact any legislation that falls under the jurisdiction of CSUN”; **AND**

WHEREAS, the purpose of the Department of Elections and Operations is to manage all electoral processes and fostering a positive environment for all three branches of CSUN; **AND**

WHEREAS, expanding the responsibilities and collaborative efforts of the Director of Elections and Operations, the Associate Director of Elections Logistics, the Associate Director of Elections Events, and the Associate Director of Operations will enhance the department’s effectiveness in serving and engaging the student body; **AND**

THEREFORE, BE IT ENACTED, that all provisions outlined in Addendum A shall be reflected within the CSUN Bylaws under Chapter 210 once passed through each required body and signed by the President

ADDENDUM A

CHAPTER 210: DEPARTMENT OF ELECTIONS AND OPERATIONS

SECTION 01: PURPOSE

- A. There is hereby established a Department of Elections and Operations for the purposes of managing all electoral processes and fostering a positive environment for all three branches of CSUN.

SECTION 02: SCOPE OF PRACTICE

- A. Manage the logistics and promotions of CSUN elections.
- B. Plan team building and collaborative events to be conducted throughout the semester for each branch.
- C. Plan social events, team-building, and mixers for all CSUN officials to foster internal development and strengthen collaboration.
- D. All other duties contained within the CSUN Constitution and Bylaws.

SECTION 03: DIRECTOR OF ELECTIONS AND OPERATIONS

- A. The Director of Elections and Operations is responsible for overseeing all electoral processes and fostering a positive environment across the three branches of CSUN. This role involves meticulous planning, coordination, and management of election procedures, team-building activities, and retreats, ensuring compliance with university policies and maintaining the integrity of the student government.
- B. The duties of the Director are, but not limited to, the following:
 - 1. Oversee and manage all CSUN Elections, ensuring adherence to the CSUN Election Rules, Constitution, Bylaws, and all other relevant guidelines.
 - 2. Ensure secure and accessible voting, establish polling locations, and monitor campaign activities.
 - 3. Provide guidance and support to candidates, including managing campaign material requests and ensuring compliance with expenditure limits.
 - 4. Oversee team-building events throughout the year.
 - 5. Allocate departmental budget for team development and social events.
 - 6. Receive, review, and address election-related complaints, coordinating Elections Commission Hearings to ensure fair assessments.
 - 7. Oversee campaign finances, review and approve candidate expenditures, and ensure compliance with financial limits.
 - 8. Collaborate with the Associate Director of Elections, the Associate Director of Operations, the CSUN faculty advisor, and the Elections Commission to ensure smooth operations and effective training.
 - 9. Supervise the Associate Director of Elections and the Elections Commission, ensuring they are informed and trained on election processes and rules.

10. Ensure all activities comply with federal, state, and local laws, university policies, and the CSUN Constitution and Bylaws.
11. Maintain accurate records of election-related documents, complaints, and rulings, ensuring the proper archiving of documentation for future reference.
12. Work with the CSUN faculty advisors to monitor the departmental budget and ensure responsible budget allocation.
13. Deliver a report to the Senate at every Senate meeting to update Senators on the department's activities.
14. *Maintain an organized calendar for the Department of Elections and Operations.*

SECTION 04: ASSOCIATE DIRECTOR OF ELECTIONS LOGISTICS

- A. There is an Associate Director of Elections Logistics, who shall be appointed by the Executive Board with the consent of the Senate.
- B. The duties of the Associate Director of Elections Logistics include, but are not limited to, the following:
 1. Serve as head of the *electoral* process.
 2. Present the election rules and filing packet for each election to the Elections Commission for approval. Once approved, the rules shall then be submitted to the Senate for approval.
 3. Create and make available a voter's guide for all elections in which candidates appear on the ballot.
 4. Ensure that physical voting booths, if applicable, are opened and closed at their designated times.
 5. Deliver a report to the CSUN Senate and Executive Board after each election cycle.
 6. Serve as the chairperson for the Elections Commission and shall vote only to break a tie.
 7. Maintain agendas and attendance for all meetings of the Elections Commission.
 8. *Shall conduct an Informational Session during the week following the closing of the Filing Period for both the Senate and Executive elections.*

SECTION 05: ASSOCIATE DIRECTOR OF ELECTIONS EVENTS

- A. There may be an Associate Director of Elections Events who shall be appointed by the Executive Board with the consent of the Senate.
- B. The duties of the Associate Director of Elections Events include, but are not limited to, the following:
 1. Coordinate, plan, and execute all CSUN election-related events in the Fall and Spring semesters in collaboration with the Director of Elections and the Associate Director of Election Logistics.
 2. *Coordinate, plan, and execute all CSUN election-related tabling*
 3. Organize and facilitate signature election events, including the Spring Semester Executive Elections Debate and Fall Semester Meet-the-Candidates Forum.
 4. Develop and implement "Get Out the Vote" campaigns and events to

increase voter turnout and student engagement during both election cycles.

5. Collaborate with the CSUN Marketing Department to design and distribute promotional materials for election events (flyers, videos, social media graphics, etc.).
6. Create event timelines and run-of-show documents to ensure smooth event execution.

SECTION 06: ASSOCIATE DIRECTOR OF OPERATIONS

A. The duties of the Associate Director of Operations include, but are not limited to, the following:

1. Plan and organize bi-monthly ~~internal and external~~ CSUN bonding events, including team meetings, retreats, and social gatherings.
 - a. Manage event logistics, including room selection, catering, setup, and technology needs.
 - b. Maintain records of reservations, contracts, and event logistics.
2. Work closely with the Director of Elections & Operations to streamline internal processes.
3. Assist with budget planning and financial tracking related to operational activities.
4. Serve as a point of contact for internal team-building initiatives.
5. Manage scheduling and booking processes for executive department activities.
6. Create an annual end-of-the-year gathering for all CSUN Officials.

EB 56-03, ADOPTED by the Senate on this ____ Day of ____, 20__

Sharon Flores, Senate President

Liana Wieand, Senate Secretary

EB 56-03, APPROVED on this ____ Day of ____, 20__ by

Kelechi Odunze, Student Body President