



**The Consolidated Students of the University of
Nevada, Las Vegas**

ELECTIONS AND OPERATIONS DEPARTMENT OPERATING POLICY

APPROVED BY THE EXECUTIVE BOARD: 06/24/2026

APPROVED BY THE SENATE: 06/29/2026

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TITLE I: THE ELECTIONS AND OPERATIONS DEPARTMENT

A. MISSION STATEMENT

We, the Elections and Operations Department for the Consolidated Students of the University of Nevada, Las Vegas, are the official representatives of the Executive Departments on behalf of the entire undergraduate student body. We exist to manage all electoral processes and foster a positive environment for all three branches of CSUN and UNLV faculty on behalf of the student body.

B. COMPOSITION

1. The Elections and Operations Department of the Executive Board shall be composed of: 1 Director, 1 Associate Director of Operations, 1 Associate Director of Elections Logistics, and 1 Associate Director of Elections Events.
2. All members shall be appointed by the Executive Board, subject to confirmation by the Senate. In the event of a vacancy, a successor shall be appointed through the same process to fill the remainder of the term.
3. The Elections and Operations Department will focus on developing and planning initiatives/activities relating to but not limited to the three areas below:
 - a. CSUN Elections
 - i. This department will focus on managing all CSUN elections and ensuring adherence to the CSUN Election Rules, Constitution, Bylaws, and all other relevant guidelines.
 - b. Team Development
 - i. This area focuses on developing team-building and leadership development events throughout the year.
2. The Department will also perform the following tasks:
 - a. Work closely with the CSUN Vice President and Chief of Staff Meet regularly with the CSUN Vice President and Chief of Staff to discuss programing and initiatives.
 - b. Work closely with the CSUN Business Manager and CSUN Faculty AdvisorCollaborate with the CSUN Business Manager and CSUN Faculty Advisor in monthly meetings and external scheduled meetings to discuss, develop, and refine programming and initiatives, especially when it requires a budget.
 - c. Work closely with other Executive Departments as assigned
3. The Directors will report to each other regarding their scheduled events and initiatives.
4. Maintain accurate records of election-related documents, complaints, and rulings, ensuring the proper archiving of documentation for future reference.

5. Act as the communication link between university administration, elected officials and the student body.

TITLE II: SCOPE OF PRACTICE

A. DUTIES & RESPONSIBILITIES

1. The Director of Elections and Operations Department duties and responsibilities are outlined in Chapter 210, Section 3 of the CSUN Bylaws.
1. The Associate Director of Elections Logistics duties and responsibilities are outlined in Chapter 204, Section 03 of the CSUN Bylaws
2. The Associate Director of Elections Events duties and responsibilities are outlined in Chapter 204, Section 04 of the CSUN Bylaws.
3. The Associate Director of Operations duties and responsibilities are outlined in Chapter 210, Section 6 in the CSUN Bylaws.

B. ATTENDANCE POLICIES FOR THE ELECTIONS AND OPERATIONS DEPARTMENT

1. Department members shall abide by the following policies related to Department attendance:
 - a. The Director of Elections and Operations must attend all Senate Meetings.
 - b. All Associate Directors must attend 2 Senate meetings a month.
 - i. Members who will be absent for a Senate meeting must report this to the Director within seventy-two (72) hours before meeting start-time. Reasoning must be provided.
 - c. Members of the Department must attend all of the Executive Branch meetings.
 - i. Members who will be absent for an Executive Branch meeting must report this to the Vice President or Chief of Staff within seventy-two (72) hours before meeting start-time. Reasoning must be provided.
 - ii. Members of the Department must attend all weekly meetings.
 1. Members who will be absent for the weekly department meeting must report this to the Department Director and/or Vice President within seventy-two (72) hours before meeting start-time. Reasoning must be provided.
 - d. The following privileges and exceptions can be made in order to accommodate emergency or continuous circumstances that affect meeting attendance:
 - i. If a department member will arrive late to meetings on multiple occasions due to continuous, extenuating circumstances (e.g., the time a class ends), the Director may grant a pre-approved exemption. This allows for a one-time discussion and the

establishment of an attendance plan instead of requiring individual tardy reports.

- ii. If a department member is unable to report a late arrival, absence, or virtual attendance for a meeting due to an emergency situation, then they have two (2) weeks after the meeting date to contact the Director and/or Vice President with an explanation. If approved by the Director, no penalty of any kind will be given for this instance.

C. DISMISSAL FROM THE ELECTIONS AND OPERATIONS DEPARTMENT

1. Department members may be dismissed by the Executive Board under the following circumstances:
 - a. The accrual of three (3) unexcused absences from Senate meetings during a semester.
 - b. The accrual of three (3) unexcused late arrivals from all required meetings during a semester.
 - c. Failure to complete initiative, liaison, or other tasks delegated by the Director, Vice President, or Chief of Staff within their stated allotted time frame.
 - d. Failure to attend meetings and other events with constituents, administration, campus officials, or other stakeholders as delegated by the Director, Vice President, or Chief of Staff.