SPRING 2020
EXECUTIVE ELECTION
INFORMATION PACKET

Andrew Leung
CS40 Election Commissioner
Internal Operations Chair
cs40ioc@wustl.edu

*Printable Election Information Packet and Supplementary Packet also available online on grouporganizer.wustl.edu/organization/cs40* starting January 29th.

Elections are Thursday, March 26th to Friday, March 27th

ONLINE APPLICATION due by 11:59 PM on Friday, February 21st, 2020
SUPPLEMENTARY PACKET due by 11:59 PM on Friday, February 21st in the Residential Life Office
Executive Board Info Packet

Structure - Executive Board
The Executive Board is composed of five elected individuals: The Speaker, Director of Services, Director of Finance, Director of Public Relations, and Director of Development. The Executive Board, through the Speaker, leads the Assembly. The CS40 executives serve as liaisons to several campus groups and administrators, and manage the substantial congressional budget. For these and many other services rendered, they are compensated by CS40 60% of your housing cost.

Requirements
- Maintains a minimum GPA of 2.5.
- **Lives on the South 40 during their term in office** - May be changed pending a Constitutional amendment
- Has served as a member of the Assembly, CS40 Committee or relevant body for at least one semester.
- Promises to commit themselves fully to their position.

Exec Responsibilities
- Hold office hours for 5 hours per week.
- Attend weekly executive board meetings.
- Attend biweekly officer board meetings.
- Attend biweekly assembly.
- Have a biweekly (weekly for speaker) one-on-one meeting with advisors.

Speaker's Responsibilities
- Guide overall vision for CS40.
- Facilitate communication and activities between all of CS40's structural components.
- Prepare and distribute Assembly agendas.
- Serve as the chief advisor to College Council Presidents.
- Chair the Resident Student Advisory Board, advise the Internal Operations Committee and Operations Board.
- Act as Liaison to CS40 Advisor, Rob Wilde, Jill Stratton, and RCD's.
- Serve as the voice for the Forty by communicating with other campus organizations.

Director of Finance's Responsibilities
- Advise Finance Committee.
- Oversee, create, and present budget upon election.
- Organize all finances for CS40 by maintaining and updating budget daily.
- Keep copies of all receipts and documents.
- Train Executives and Committee Chairs in all aspects of CS40 Finance.
- Approve and sign off on all payments.
- Receive and review monthly reports from accounting.
- Serve as the chief advisor to College Council Treasurers.

Director of Public Relation's Responsibilities
- Advise Promotions Board.
- Organize publicity for all large-scale CS40 events and programs.
- Correspond with the constituency through monthly emails.
- Approve all publicity for College Councils/Committees.
- Manage bulletin board in the Bear’s Den in conjunction with online calendar.
- Take minutes at Assembly, Closed Assembly, and Exec meetings.
- Create the master event calendar.
- Compile a scrapbook to be published in the Spring.
Executive Board Info Packet

**Director of Service's Responsibilities**
- Advise Services Board.
- Organize the purchasing of food for CS40 meeting including all assembly meetings.
- Coordinate all South 40 Week preparations.
- Spearhead bringing a Speaker to Campus for South 40 Week.
- Oversee and maintain all CS40 supplies.

**Director of Development’s Responsibilities**
- Advise Development Board.
- Prepare all CS40 delegations to outside conferences.
- Plan leadership retreats for all elected members.
- Plan information sessions to educate the constituency about CS40 and what it does.
- Spearhead efforts for leadership development within CS40 and the constituency.
- Plan the end-of-the-year CS40 Banquet.
- Coordinating with the Residence Hall Advisory Council.
- Chair assembly meetings in the event that the Speaker is unable to and be prepared to serve as Speaker in the case the current Speaker resigns.

**Candidate Timeline**

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<thead>
<tr>
<th>Task</th>
<th>Date and Time</th>
<th>Location/Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Session</td>
<td>January 28th @ 10:00 PM</td>
<td>Simon 023 after assembly</td>
</tr>
<tr>
<td>Packets Released</td>
<td>January 28th @ 10:00 PM</td>
<td>On Website, at Info Session</td>
</tr>
<tr>
<td>Executive Conference</td>
<td>January 30th - February 21st</td>
<td>Individual Appointment</td>
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<tr>
<td>Supplementary Info</td>
<td>February 21st @ 11:59 PM</td>
<td>Hand into the Res Life Office</td>
</tr>
<tr>
<td>Petition for Candidacy</td>
<td>February 21st @ 11:59 PM</td>
<td>WUGO Form, Includes 150 word candidates statement</td>
</tr>
<tr>
<td>One-on-One with Advisor</td>
<td>February 24th - March 6th</td>
<td>Email <a href="mailto:tyler.priest@wustl.edu">tyler.priest@wustl.edu</a> to set up a time</td>
</tr>
<tr>
<td>Candidates’ Meeting</td>
<td>February 25th @ 10:00 PM</td>
<td>Simon 023 after assembly</td>
</tr>
<tr>
<td>Start Campaigning</td>
<td>March 17th @ 11:00 PM</td>
<td>The South Forty</td>
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<tr>
<td>Speeches</td>
<td>March 17th @ 9:00 PM</td>
<td>Simon 023 (Super Assembly)</td>
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<tr>
<td>RCO</td>
<td>March 21st</td>
<td>The South Forty</td>
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<tr>
<td>Candidate Town Hall</td>
<td>March 22nd</td>
<td>The South Forty (Risa Commons)</td>
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<td>Expense Report Due</td>
<td>March 25th @ 9:00 PM</td>
<td>CS40 Office</td>
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<tr>
<td>Campaigning Ends</td>
<td>March 25th @ 11:59 PM</td>
<td>The South Forty</td>
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<tr>
<td>Online Elections</td>
<td>March 26th - 27th</td>
<td>Online polling</td>
</tr>
<tr>
<td>Results Announced</td>
<td>March 31st at 9:00 PM</td>
<td>At assembly, Website, Facebook, Mass Email</td>
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<tr>
<td>WUstock</td>
<td>April 4th</td>
<td>The South Forty</td>
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Executive Board Info Packet

So I want to run for Exec! What Do I Do?

1.) Read the CS40 Rules and Regulations attached in this packet. Familiarize yourself with the contents and contact either the Election Commissioner (IOC Chair) if you have any questions.

2.) Complete the online Petition for Candidacy by Friday, February 21st at 11:59 PM. This packet can be found on the Congress of the South 40 page on WUGO at grouporganizer.wustl.edu under “Forms” as you scroll down the page. In addition, gather the necessary signatures that are required for a complete application. The signature form can be found on the WUGO under “Documents” as you scroll down the page. Failure to submit any part will result in your application being voided.

3.) Meet with your (1) academic advisor or dean and (2) current exec board member whose position you are running for to have them sign your supplementary packet.

4.) Turn in your completed supplementary packet (signature from academic advisor, current exec member, and AT LEAST 50 signatures from South 40 residents) to the Residential Life Office in the bin at the front desk (located in front of the clock tower on the lower level of South 40 House) by Friday, February 21th at 11:59 PM. If the office is closed, please go to the CS40 office and place the packet in the folder outside the door. **Only South 40 Residents will count towards the 50 signatures, EXCLUDING ResLife Staff like RAs, RCDs, etc.

5.) Meet with a CS40 advisor by emailing Tyler Priest (tyler.priest@wustl.edu) to set up a time by March 6th.

6.) Prepare your speech and campaign! Speeches will be made on Tuesday, March 17th at assembly. CS40 will provide (50) copies of campaign flyers for your campaign. Please email either the Director of PR or me with an attached file of the campaign flyer, as well as a preferred paper size (8.5”x11” or 11”x17”).

7.) Campaign! Campaigning begins Tuesday, March 17th at 11:00 PM and ends Wednesday, March 25th at 11:59 PM.

8.) Participate in the CS40 Executive Election Town Hall on Sunday, March 22nd at Risa Commons.

9.) If you are elected and accept your position, your first task will be helping in WUSTOCK on Saturday, April 4th.

For contacting the exec members:

Speaker Ola Adebayo: cs40speaker@wustl.edu
Director of Development Kennedy Wiley: cs40development@wustl.edu
Director of Services Ashley Lin: cs40services@wustl.edu
Director of Finance Victor Hernandez: cs40finance@wustl.edu
Director of Public Relations Kyle Hsiao: cs40pr@wustl.edu
Spring 2020 Congress of the South Forty
Executive Elections Rules and Regulations

I. Qualifications for Candidacy
   a. Each candidate must (a) be a full time student at Washington University in St. Louis, (b) be a
      resident of the South 40, (c) have served at least one semester in College Council, and (d) be in
      good academic and social standing with the University and the Dean’s Offices in which they are
      enrolled.
      i. *Pending a Constitutional Amendment, clause (b) may be changed to allow students
         who live in any Residential Life-affiliated on-campus housing to qualify.
   b. Candidates may not form slates (ie. run a campaign in conjunction with other candidates).
   c. In order to appear on the ballot, a candidate must submit their completed Supplemental Packet
      to the Residential Life Office by **February 21st, 2020 at 11:59pm** and submit the Online
      Petition for Candidacy on WUGO by **February 21st, 2020 at 11:59 pm**. (Visit
      grouporganizer.wustl.edu/organization/cs40)

II. Campaigning and Publicity
   a. The Campaign period will begin on **March 17th, 2020 at 11:00 pm** and end on **March 25th, 2020 at 11:59 pm**. No campaigning may take place outside of these dates.
   b. Any posters put up must be in good taste, at the discretion of RCDs, Grad Fellows, CS40 Executives, Officers and Advisors.
   c. A candidate may spend a maximum of $50 for their campaign. An expense report should be
      submitted to the CS40 Office including copies of receipts and your signature by **March 25th at
      9:00pm**.
   d. All University and Residential Life posting policies must be strictly followed. Candidates may
      familiarize themselves with these policies online at
   e. Any attempt to affect the campaign efforts of another candidate through damage to
      campaign materials, harassment, or intimidation is strictly prohibited and may jeopardize
      the candidacy of the perpetrator.

III. Election Day Procedures
   a. Executive Election voting will occur online on **March 26th, 2020 from 12:00 AM until March
      27th, 2020 11:59 PM**.
   b. Write-in candidates will NOT be allowed.
   c. Once results are known, candidates will be contacted by the current exec member they ran for.

ADDITIONAL CONTACT INFO:
Thank you for your interest in CS40 Exec! Feel free to direct any additional questions or concerns to the
following:

- Andrew Leung (Elections Commissioner; Internal Operations) – cs40ioc@wustl.edu
- Ola Adebayo (Speaker) – cs40speaker@wustl.edu
- Tyler Priest (Coordinator for Student Leadership) – tyler.priest@wustl.edu
- Your Residential College Director
- The CS40 Office (Located in Umrah, across from Bear’s Den)