

Election Commission Meeting 5

Date: 11/04/2024

Time: 6:00 pm

**MEETING AGENDA**

1. **Call to Order:** 6:10 pm
2. **Roll Call**

<b><u>Name</u></b>	<b><u>Attendance</u></b>	<b><u>Email</u></b>
<b>Supervisor of Elections</b> Luke Brown	<b>P</b>	<a href="mailto:sga_ec@ucf.edu">sga_ec@ucf.edu</a> <a href="mailto:sgec9@ucf.edu">sgec9@ucf.edu</a>
<b>Assistant Supervisor of Elections</b> Stefanie Henriques	<b>P</b>	<a href="mailto:sga_aec@ucf.edu">sga_aec@ucf.edu</a> <a href="mailto:sgac2@ucf.edu">sgac2@ucf.edu</a>
<b>Commissioner</b> Norah Sackett	<b>P</b>	<a href="mailto:sgac1@ucf.edu">sgac1@ucf.edu</a>
<b>Commissioner</b> Alyssia Wright	<b>P</b>	<a href="mailto:sgac3@ucf.edu">sgac3@ucf.edu</a>
<b>Commissioner</b> Aneesha Nayak	<b>E</b>	<a href="mailto:sgec4@ucf.edu">sgec4@ucf.edu</a>
<b>Commissioner</b> Amarah Presley	<b>E</b>	<a href="mailto:sgec5@ucf.edu">sgec5@ucf.edu</a>
<b>Commissioner</b> Max Koustikov	<b>P</b>	<a href="mailto:sgec6@ucf.edu">sgec6@ucf.edu</a>
<b>VACANT</b>	<b>-</b>	<a href="mailto:sgec7@ucf.edu">sgec7@ucf.edu</a>
<b>Commissioner</b> Brianna Phillips	<b>P</b>	<a href="mailto:sgec8@ucf.edu">sgec8@ucf.edu</a>
<b>Commissioner</b> Mateo Valdiviseo	<b>E</b>	<a href="mailto:sgec10@ucf.edu">sgec10@ucf.edu</a>

1. **Announcements from the Supervisor**
  - a. All on campus experiences are canceled for Veteran's Day, so we will not have our meeting. You will have 1 hour of office hours. You will not have to complete 2 that week.
  - b. We will meet the Monday before thanksgiving, you can attend online. You will not have office hours that week.

- c. We will not have a meeting or office hours the week of Finals. Work hard, do well!
- d. Icebreaker [image]
  - i. Luke: I'm feeling a 7 but also a little bit of a 3 because we have so many commissioners missing today
  - ii. Norah: I'm feeling like a 3 because I just filled out my intent to graduate
  - iii. Max: 5 because I am going to have an election watch party with my friends
  - iv. Alyssia: 1 but not explanation necessary
  - v. Stefanie: I'm feeling like a 2 because it was a long Monday
  - vi. Bri: I'm feeling a 4 because there's a lot going on
- e. There are only 3 scheduled E&A meetings remaining. You all are required to attend at least 1 meeting every semester unless you request an excusal
  - i. They meet Wednesdays at 9am in sg conference room
  - ii. To be excused you need to email [sga\\_ea@ucf.edu](mailto:sga_ea@ucf.edu) and CC me [sga\\_ec@ucf.edu](mailto:sga_ec@ucf.edu) (also [sga\\_aec@ucf.edu](mailto:sga_aec@ucf.edu))
  - iii. Attending a E&A meeting is part of your requirements to be a commissioner as per Title VI
    - 1. Attending an E&A meeting can count for one hour of your required Office Hours (you need 1 hour per week outside of our weekly GBM)
- f. Your office hours have officially started. Here are a few reminders:
  - i. You have a required total of 2 office hours per week
    - 1. Attending our weekly meeting counts as 1 hour REGARDLESS of its actual length
    - 2. The other hour of time should be spent working with your committee of doing general EC work
      - a. Caucuses do not count for any time
      - b. If you miss our weekly meeting, you are required to complete an additional office hour to fulfill your required 2 hours per week.
      - c. Accountability is significant and is punishable.
  - ii. You MUST send [sga\\_ec@ucf.edu](mailto:sga_ec@ucf.edu) and [sga\\_aec@ucf.edu](mailto:sga_aec@ucf.edu) a calendar invite to your scheduled office hours!
    - 1. A quick note from the Supervisor & Assistant: you must use the emails listed above for all official communications. We are both employees of the university that have to abide by professional communication standards.
- g. Attendance
  - i. If you have a legitimate absence, you must email [sga\\_ec@ucf.edu](mailto:sga_ec@ucf.edu) and [sga\\_aec@ucf.edu](mailto:sga_aec@ucf.edu) with an explanation within 5 academic days of the

meeting. Since we need an official written record of your request, texts do not count.

## **2. Announcements from the Assistant Supervisor**

- a. For a more collaborative environment, I let SGLCers know they can always join in on the social committee meetings which are Fridays at 11am in the SG Office.
- b. Since we have spoken about attendance and transparency, these expectations are legitimized by our Student Government Constitution.
- c. Title XII: Student Government Transparency
  - i. Our work must be in compliance with the Sunshine Law. Our meetings are public records. If you text an election commissioner, that message is now a public record. Therefore, all other communications outside of our public meetings must be conducted through Teams or from your election commissioner mailbox. This includes absence notices or general inquiries.
    1. Supervisor: Work details should be in our emails, teams, or our groupchat. Most preferably by email.
- d. Title IX: The Enforcement and Accountability Statutes
  - i. You must follow the protocol we previously spoke about when it comes to meeting and office hours attendance. This is an announcement so that everyone is on the same page, and nobody can claim to not know these rules during later situations.
  - ii. From now on, the Supervisor of Elections has the authority to issue noncompliance and follow the protocols outlined in Title IX. There are different tiers of violations with the harshest punishment being removal. Please have an open line of communication with both the Supervisor and Assistant to avoid this outcome.
    1. Supervisor: You will receive a warning if you do not show up to your office hour without any notice. This will be in the form of a noncompliance.

## **3. Committee Discussion**

- a. All committee work can be found under the Committee discussion folders. These records are currently not accessible outside of the election commission, which is why we will share progress, questions and updates during these meetings. All commissioners are allowed to look at each other's commissioner work.
  - i. Supervisor: [sga\\_ec@ucf.edu](mailto:sga_ec@ucf.edu) is not our joint Canva account. Share all files there that you work on to that email so that everything is easily accessible.
- b. Events (Luke, Mateo, Alyssia)
  - i. Events Update from Alyssia
    1. Candidate Expo (Senate Forum) on February 4<sup>th</sup>
      - a. Food (Chic-fil-a or Huey)
      - b. Hangout/Discussion/Question (at memory mall, table for each candidate, ticket for each college, arrange candidates in a row, stop by EC table as well)

- c. Need a ticket to get food or merch
  - ii. Info Session
    - 1. Dates
      - a. Week Before Declaration of Candidacy (Feb 3-7):
        - i. In person: Mon, Tues, Weds
        - ii. Zoom: Thurs
      - b. Declaration of Candidacy Week (Feb 10-14):
        - i. In person: Mon, Thursday
        - ii. Zoom: Weds
      - c. Week after Declaration of Candidacy Week (Feb 12-21):
        - i. Zoom: Mon
        - ii. In person: Weds, Thurs
    - 2. Attend at least 3, need to send out a when2meet
      - a. Everyone who is not on events has to attend at least 1 info session
        - i. Luke: These dates are not finalized as we will need to make reservations
        - ii. Alyssia: All dates are tentative
  - iii. Presidential Debate
    - 1. Food (Baked Potato Bar)
    - 2. Questions
      - a. Google Form
      - b. EC Questions
      - c. Audience questions
- c. Social (Stefanie, Amarah, Aneesha)
  - i. EC Fall Social: Friday, November 22<sup>nd</sup> at 6:30pm.
    - 1. We have a spreadsheet under the social folder on how we want to divvy up this potluck in a financially equitable capacity.
    - 2. We will cater to dietary restrictions ONLY (e.g. vegetarian, vegan, etc.), individual tastes and preferences will not be considered, instead, individuals will be encouraged to bring items that accommodate their needs (this does not excuse anyone from the items they will be responsible for bringing).
    - 3. If you show up to this potluck, it will count as office hours this week.
- d. Marketing (Luke, Stefanie, Norah, Max)
  - i. Marketing Presentation by Norah and Max
    - 1. Graphics ideas:
      - a. Poster 1: red, white, yellow; used “step right up & vote” slogan, used SG logo, contains admit one ticket
      - b. Poster 2: Uses beige/yellow, SG logo, red and black font, admit one ticket with election dates

## 2. Tabling

- a. Once candidates are finalized, at any tabling event we could make a general candidate info pamphlet
  - i. Max: It's more aesthetic
  - ii. Luke: I think we should section them into specific colleges
  - iii. Stefanie: Could do QR codes to get to candidate website that has highlights only because people do not bother to read the entire candidate packet; this might be a bigger burden on the marketing committee than necessary
  - iv. Alyssia: Would the pamphlet be all the candidates in each college or a QR code leading students to each college's candidates
    - 1. Norah: Yes, I think the QR code could lead everyone to the website
    - 2. Luke: We could talk to the designers about the QR code idea
- b. This could be done in a pamphlet style (done in previous years) or through QR code to eliminate waste
- c. At tabling, we should have a general info sheet highlighting important dates during the election season

## 3. Social media

- a. Start by posting graphics on SG story, introducing the election, pushing the important dates, and introducing the general theming
- b. Videos during the Spring semester pushing the important dates

## 4. Merch:

- a. T-shirts, stickers, pins, magnets, carnival-themes keychains
  - i. Idea: Sticker as the admit one ticket
  - ii. Idea: T-shirt is red with white lettering

## 5. Day of polling events, décor, activities

- a. Carnival themed games: ring toss, cornhole, prize wheel (for stickers, t-shirts, magnets)
- b. Craft ideas: tie-dye shirts
- c. Food: popcorn and cotton candy

## 6. Extra RSO Visits

- a. Suggested: Her Campus, Young Poets Society, The Women's Network, Volunteer UCF, FMA, ALPFA
  - i. Luke: Volunteer UCF is an agency not an RSO

- b. If anyone has ties to other RSOs, please let us know so we can get started with setting up meetings
      - c. Meetings would include introducing the election and what type of role candidates would play to hopefully entice more people to run for positions
    - 7. Evergreen posters
      - a. Standards UCF black and gold poster with election info (non-thematic)
  - 4. **Commissioner Discussions**
    - a. Commissioner: Will we be able to do our office hours on Veteran's Day?
      - i. Supervisor/Assistant: I am unsure if the union will be open since it is a holiday, so plan on another day.
    - b. Assistant: What is everyone bringing to the potluck?
      - i. Commissioner: I can bring dessert, but I'm not sure what yet.
  - 5. **Final Roll Call**
    - a. 6:50
  - 3. **Adjournment: 6:50pm**
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