

Nominations and Elections
Committee

By-Laws

Revised September 12, 2016

- I. The NEC is an autonomous committee which receives funding from the Undergraduate Assembly. As per the Undergraduate Assembly Constitution, the roles and responsibilities of the NEC are as follows:
 - A. The NEC shall appoint all undergraduate representatives on to some of the various University Council committees, undergraduate school committees, Trustee committees, Ad Hoc committees, and all other boards, councils, task forces, and committees, etc., of the University on which undergraduates sit, consistent with the list of NEC-appointed committees most recently published by the NEC at the time of a particular appointment cycle. The NEC shall administer the appointment of up to nine representatives of mis- or underrepresented constituencies to hold seats on the University Council allocated by the Undergraduate Assembly. After this appointment, the executive boards of the Undergraduate Assembly and the NEC shall meet to jointly determine the allocation of the remaining three seats to either additional UA representatives or to representatives of mis- or underrepresented constituencies selected by the NEC during the annual UC Allocation Procedure.
 - B. The NEC shall run all Undergraduate Assembly and Class Boards Elections. The Fall Election shall be held no later than six and one half weeks after the beginning of the fall semester. The Spring Election shall be held at least two weeks before the beginning of the final examination period in the spring semester.
 - C. The NEC shall administer and validate any referenda initiated by the UA or any undergraduate.
 1. No referendum shall be validated without at least fifteen percent of the undergraduates currently enrolled participating. No amendment to the UA constitution shall be validated without at least twenty percent of the undergraduates currently enrolled participating.
 2. Other regulations and procedures for referenda and elections shall be determined by the NEC with the advice and consent of the UA.
- II. The NEC shall have a minimum membership of 20 students. If membership falls below this point, nominations must be held within fifteen academic days to increase membership.
 - A. Any undergraduate, except members of committees, boards, councils, task forces, etc., which are appointed by the NEC, may become a member of the NEC. A single UA member will be granted full membership to the NEC by the UA Executive Board to serve as the UA Liaison to the NEC, as outlined by Article XIII of these bylaws.
 - B. All voting members of the NEC shall be selected by an interview process. Voting members shall be selected by the NEC Executive Board. Once appointed to the NEC, individuals remain members until they resign, graduate, or are recalled.

- C. Voting members must remain non-partisan and unbiased throughout all processes administered by the NEC. Voting members may not apply to NEC appointed committees, may not run in NEC administered elections, may not campaign for or against any candidates or referenda, and may not sign candidate or referenda petitions.
- III. If a member seeks a position on a committee, etc., to which the NEC appoints or seeks to run in an NEC sponsored election, the member must first resign from the NEC. He or she shall not be eligible for membership on the NEC until the next NEC membership nomination process.
 - A. To be eligible for service on a NEC appointed committee, a member must resign from the NEC one month prior to the availability of applications for a regularly scheduled interview process. Exceptions may be made for ad-hoc processes.
 - B. To be eligible to run in an NEC sponsored election, a member must resign from the NEC one month prior to the availability of petitions.
 - C. Resignations are encouraged to be official and in letterform.
- IV. All NEC members are subject to recall from the committee by a two-thirds vote. Grounds for recall include violations of the attendance policy, violation of these by-laws, or serious deficiencies in the service of the NEC. The procedure for recall shall be initiated by the presentation of a motion to do so to the Executive Board or by a majority vote of the Executive Board. Once initiated, a meeting to consider the removal must be called within eight academic days. Until this meeting, the member shall be suspended.
- V. Members of the NEC may apply to the Executive Board for a semester's leave of absence from the NEC. If a leave of absence is granted, the individual must still adhere to Article II, Section C of these by-laws. Only one leave of absence may be granted during a member's term on the NEC. Studying abroad shall not count towards the one allowed leave of absence.
- VI. The NEC shall be directed by the Executive Board which shall consist of the Chairperson, the two Vice-Chairs for Nominations, the Vice-Chair for Elections, the Vice-Chair for Education, the Vice-Chair for Publicity, and the Vice-Chair for Administration and Finance.
 - A. These officers shall be elected annually by the NEC in the order stated above following the UA Internal Elections. These officers shall take office at the conclusion of the UA Internal Elections, unless it is determined that there are extenuating circumstances which warrant the postponement of the new officers officially taking their duties. All current members, including seniors, may vote during the officer elections. A Chairperson who has served for one complete term, may not seek reelection to that office.
 - B. To be elected an officer of the board, a member must be in good standing and must have been a member during one complete elections process and one complete major nominations process.
 - C. A member of the Executive Board may be recalled from office by a two-thirds vote of the NEC. Procedure for recall of an officer is initiated by the presentation of a motion to do so to the Executive Board or by a majority vote of the Executive Board. Once recall is initiated, a meeting to consider the recall must be called within five academic days. Until this meeting the officer shall be suspended.

- D. If an Executive Board member resigns or is recalled, a special election must be held within ten academic days in order to replace the officer.
 - E. The Executive Board shall have the responsibility and authority to direct all activities and set all policy, rules, regulations, and procedures for all NEC activities subject to the majority approval of the committee as a whole. Deadlocks in the Executive Board shall be brought to the committee as a whole for debate and a vote.
 - F. The Executive Board shall appoint a member of the NEC as the NEC Webmaster. Each Executive Board member shall be responsible for overseeing the maintenance of the areas of the website pertinent to his or her office.
 - G. During each election, prior to the availability of candidate petitions, the Executive Board shall select a Grievance Officer. The Grievance officer shall be responsible for investigating and presenting charges during the Fair Practices Code Hearing and for defending the NEC at the FPC Hearing. This member may be neither the Chairperson nor the Vice-Chair for Elections. He/she must be available to collect the charges after the closing of the polls. This member will be responsible for having a thorough understanding of both the Fair Practices Codes and of the facts of all charges being heard. This member shall not be present during the NEC's deliberations of the charges.
 - H. During each election, prior to the availability of candidate petitions, the Executive Board shall select a Public Advisor. The Public Adviser shall offer his or her assistance to any candidate charged with a violation by the NEC. This member may be neither the Chairperson nor the Vice-Chair for Elections. This member will be responsible for having a thorough understanding of both the Fair Practices Codes and of the facts of all charges being heard. If engaged by a candidate during the elections process, this member shall not be present during the NEC's deliberations of the charges.
- VII. The Chairperson shall have final responsibility for all NEC activities.
- A. The Chairperson shall be the official spokesperson for the NEC. In addition, the other members of the Executive Board shall be authorized to speak on matters relating to their respective activities.
 - B. The Chairperson shall establish the procedures for meetings and also the daily operating procedures of the committee in consultation with the Executive Board.
 - C. The Chairperson shall have the authority to call regular meetings and Executive Board meetings whenever necessary.
 - D. The Chairperson shall be responsible for informing the Executive Board on all discussions relating to NEC matters that are held in UA Steering Committee and UA body meetings on which the Chairperson sits as an ex-officio member.
 - E. When not possible to assemble the Executive Board or the committee as a whole, specifically during long academic breaks, etc., the Chairperson shall have the authority to make any pressing policy or administrative decisions on behalf of the NEC. The Executive Board shall have the authority to review all such decisions at the soonest possible date to insure their propriety.

- F. As per the UA By-Laws, the Chairperson shall be responsible for chairing the UA Transition Meeting. The Chairperson may select up to two other NEC members to aid in the meeting.
- G. In the event that the Chairperson is unable to attend a meeting, one of the Vice-Chairs shall be designated to act in his/her place.
- H. The Chairperson shall sit on the Commission on Undergraduate Assembly Debates.
- I. The Chairperson shall be responsible for the maintenance of the NEC list-servs.

- VIII. The two Vice-Chairs for Nominations shall be responsible for administering all nominations processes with the aid and advice of the Executive Board. The Vice-Chairs for Nominations shall be responsible for the appointment of undergraduates to university-wide, trustee, and ad-hoc committees. They shall serve as a liaison between student representatives and the committee's administration. They shall also be in charge of the nominations process for appointing undergraduate organizations to sit on the University Council as well as the nominations process for selecting new NEC members.
- A. The Vice-Chairs for Nominations shall be responsible for learning about university-wide, trustee, and ad-hoc committees as well as being up to date on the workings and agendas of these committees. They shall be in ~~constant~~ contact with the student representatives, administrators, faculty, and non-student members of the committees in order to better understand the workings and agendas of the committees. This information shall be relayed to the NEC body.
 - B. The Vice-Chairs for Nominations shall coordinate and schedule interviews both internally (involving the NEC interviewers) and externally (involving applicant interviews).
 - C. The Vice-Chairs for Nominations shall determine the composition of the interviewing panels with the advice and consent of the Executive Board. The interviewing panels must consist of at least **two** NEC members for normal nominations processes.
 - D. The Vice-Chairs for Nominations shall ensure the competency of these interviewers by providing interviewers with committee information folders detailing the different committees, their agendas, projects, and future goals.
 - E. The Vice-Chairs for Nominations shall ensure that no undergraduate holds more than two NEC appointed positions, not including alternate positions, at any given time.
 - F. The Vice-Chairs for Nominations shall present the decisions of the interviewing panels to the body for approval. Prior to approval, the Vice-Chairs for Nominations must ensure that the NEC resolves any conflict with individuals being selected for more than two appointed positions. The Vice-Chairs for Nominations shall at this point share any pertinent knowledge about particular nominees.
 - G. The Vice-Chairs for Nominations shall inform applicants pertaining to the status of their application after obtaining final approval on the committee appointments by the NEC body.
 - H. The Vice-Chairs for Nominations shall inform committee chairs of the student representative(s) chosen to sit on committees and shall inform the committee chairs about any replacements of these representatives.
 - I. The Vice-Chairs for Nominations shall inform the NEC of any problems a student representative is having with a committee. The Vice-Chairs for Nominations shall inform the NEC of any problems a committee is having with the student representative.

- J. The Vice-Chairs for Nominations shall monitor the performance of all committee representatives. Any committee representative appointed by the NEC is subject to recall by a two-thirds vote of membership of the NEC or the UA. The Vice-Chairs for Nominations shall inform the student and the replacement of said student if an appointee is removed from a committee.
 - K. The Vice-Chairs for Nominations shall administer the screening process for applications to committees if necessary. The Executive Board as a whole shall administer the screening process for UC seats.
 - L. The Vice-Chairs for Nominations shall answer students' questions concerning the committees or the application and interview process.
 - M. The Vice-Chairs for Nominations shall develop an evaluation for the committee chairs to complete at the end of every semester to rate the performance of the student representatives.
 - N. The Vice-Chairs for Nominations shall inform the NEC about new committees that require student representation.
 - O. One of the Vice-Chairs for Nominations shall sit on the Committee for Committees.
- IX. The Vice-Chair for Elections shall have the primary responsibility of administering all elections and referenda with the aid and advice of the Executive Board.
- A. The Vice-Chair for Elections shall be responsible for the calculations concerning UA constituencies as described in the UA Constitution, Article III, Section 1.
 - B. In order to define the regulations and procedures for elections, the NEC shall have a Fair Practices Code. In order to define the regulations and procedures for referenda, the NEC shall have a Fair Practices Code for Referenda. The Vice-Chair for Elections shall be responsible for maintaining and updating both Fair Practices Codes. Any changes in either of the Fair Practices Codes must be approved by a two-thirds vote of the NEC.
 - C. The Vice-Chair for Elections shall sit on the Commission on Undergraduate Assembly Debates.
 - D. The Vice-Chair for Elections shall be responsible for conducting and/or overseeing all activities and processes outlined in the Fair Practices Codes.

- X. The Vice-Chair for Education shall be responsible for overseeing a comprehensive education program for the student body on the university's student governmentsystem.
 - A. The Vice-Chair for Education shall be responsible for coordinating, moderating, and taking notes for Penn Student Government (PSG) Steering. PSG Steering is a closed meeting consisting of leaders from the 6 branches of PSG. The Vice-Chair for Education also shall inform the NEC general body of announcements, initiatives, and events pertaining to PSG.
 - B. The Vice-Chair for Education shall be responsible for developing programs that facilitate communication among the different branches of student government.
 - C. The Vice-Chair for Education shall be the Chairperson of the Commission on Undergraduate Assembly Debates and shall fulfill this role as outlined by the Fair Practices Code.
 - D. The Vice-Chair for Education shall be responsible for informing the university community about the forms, activities, opportunities, initiatives, and accomplishments of student government. This shall include, but will not be solely limited to, planning the Penn Student Government Information Session and the annual State of the School.
 - E. The Vice-Chair for Education shall be responsible for the training of new members of the NEC. The training shall include, but will not be solely limited to, an introductory session before the first GBM meeting, a UA meeting and a UC meeting.
 - F. The Vice-Chair for Education shall be responsible for educating the NEC itself on the branches of student government, their activities, and their responsibilities.
- XI. The Vice-Chair for Publicity shall be responsible for creating a system of outreach and advertising for the NEC and its processes with the aid and advice of the Executive Board.
 - A. The Vice-Chair for Publicity shall be responsible for the design, creation, and distribution of all publicity materials related to the NEC and its activities.
 - B. The Vice-Chairs for Nominations, the Vice-Chair for Elections, and the Vice-Chair for Education have the authority to oversee the actions of the Vice-Chair for Publicity for the publicity conducted for their respective processes.
- XII. The Vice-Chair for Administration and Finance shall be responsible for maintaining and overseeing the records of the NEC.
 - A. The Vice-Chair for Administration and Finance shall draw up finalized agendas approved by the Executive Board, and minutes when called for, and distribute them to all committee members at NEC meetings.
 - B. The Vice-Chair for Administration and Finance shall maintain the official up to date copy of the committee's budget and keep the accounts of the NEC.
 - C. The Vice-Chair for Administration and Finance shall be responsible for implementing and overseeing the communication system which is to be organized every year for the purpose of disseminating information about NEC activities to NEC members.
- XIII. The UA Liaison to the NEC shall serve as a non-voting, ex-officio member of the NEC.

- A. The UA Liaison to the NEC must honor the confidentiality of the NEC and its processes. If the UA Liaison to the NEC violates this confidentiality for an unsubstantiated reason, the NEC may take action to prohibit the UA Liaison to the NEC from attending meetings and/or may appeal to the UA to have the UA Liaison to the NEC removed from that post.
 - B. The UA Liaison to the NEC may not be present during Executive Board meetings except in special circumstances, may not be present for election related deliberations, and may not be present during the NEC's approvals of nominees, except for nominees to University Council.
 - C. The UA Liaison to the NEC shall not be part of the interviewing panel for new NEC members.
 - D. The UA Liaison to the NEC may not be present at officer elections.
 - E. The UA Liaison to the NEC shall be responsible for submitting his/her recommendation to the UA as a whole on all UA actions regarding the NEC and/or its processes.
- XIV. The NEC shall administer the appointment of up to nine representatives of mis- or underrepresented constituencies to occupy up to nine of the UC seats allocated to the UA in accordance with the process outlined in the Procedure for the Allocation of University Council Seats. After this appointment, the executive boards of the Undergraduate Assembly and the NEC shall meet to jointly determine the allocation of the remaining three seats to either additional UA representatives or to representatives of mis- or underrepresented constituencies selected by the NEC during the annual UC Allocation Procedure. Representatives should be selected in the spring semester for terms beginning the subsequent University Council term.
- XV. Half of the total committee membership shall constitute a quorum. No NEC business can be transacted without a quorum present.
- XVI. The NEC Rules of Order shall govern meetings of the general body.
- A. Robert's Rules of Order shall be the parliamentary authority in all cases in which they are not inconsistent with the UA Constitution, the NEC Bylaws, or the NEC Rules of Order.
- XVII. These Bylaws and the NEC Rules of Order may be amended by a two-thirds vote of the committee.