So you want to be an Election Czar. Maybe you already are one or maybe you have done the position in the past. I can tell you from my own personal experience that this is one of the most frustrating, fun, creative, and worthwhile jobs I have had during my time at Reed. Plus if you end up being the only person that applies for the position you may get both stipends which is what happened to me. When I became Election Czar I had very little guidance and was incredibly confused about my responsibilities. A lot I learned along the way and a lot was communicated to me last minute because Senators are understandably very busy and also don't know a lot about this job. Because of this, I decided to make a quick cheatsheet for future Election Czars in order to ensure that future elections run smoothly and garner political engagement from the student body. So let's get to it!

Canva- Canva is a poster-making app where many easy Election Czars have made posters advertising elections, voting, the candidates etc. It is fairly easy to use and lets you curate a specific theme for your posters. In order to get access to better designs I enrolled in Canva's free trial which allows cancellation after two weeks.

Google Forms- Google Forms is where most Election Czars have designed voting forms and other

When hired as an Election Czar you will be assigned two or more Senate liaisons to

Counting the votes is one of the most confusing responsibilities of an Election Czar. If you aren't naturally gifted at math or have poor organizational skills good luck. Even if you have all of those skills, still, good luck. If you applied for the position you probably already know what the Singular-Transferable Voting Method is, but nonetheless I am going to explain it in very basic human terms. STV is where every voter gets to pick three candidates as their first choice, second choice, and third choice. For the sake of clarity I am going to name our three example candidates Beep, Randall, and Yomp. Let's say Beep gets ten votes, Randall gets six, and Yomp gets three. In this example if you meet or exceed eight votes you are automatically appointed the position your are running for. Since Beep has exceeded the needed votes you will take the extra two votes away and put them towards another candidate. The tricky part is those two votes you are taking away need to go to those particular voters second choice candidates. Let's say these two voters put their second choice candidates as Randall and Yomp. As Election Czar you will take those two extra votes from Beep and put one towards Randall and one towards Yomp. This now makes the voting tallies eight for the already elected Beep, seven for Randall, and four for Yomp. With more candidates and more votes this method can get very confusing. The fun part about being an Election Czar is that if this is too complicated you can change the voting method! You can even make voters tell you in-person who they want to vote for or can have them vote via a physical ballot. Since I acted as Election Czar during the

This section is going to be a rough outline of your duties as Election Czar, when to have them completed by, and how to go about them. It is helpful to create a timeline for your election so you have due dates to work off of.

Before Polls Open-

Create a poster advertising the election with a corresponding email. Email the poster to the Senate

Additionally before the Elections Assembly write a script. You don't need too much information on the script as the assembly can be as formal or informal as you want it to be. I am including an assembly script example for your consideration. Make sure to send an email to the current President and Vice President asking them to be ready to give a little speech before the candidates deliver their speeches. Make sure to include the Elections Assembly questions submitted by the student body in your script. If you don't have enough questions you can make up your own.

Host the Elections Assembly! I personally held mine over Zoom, wore a fun hat, and played music to welcome all candidates, Senate members, and observers. Feel free to have fun with the Assembly. Make sure to welcome everyone, give the current President and Vice President time to speak, introduce all candidates before they deliver their speeches, and ask the crowd if they have questions before you dive into the previously submitted questions. The conclusion can be as fun as you want. After the assembly send a thank you email to all of the candidates and Senate members who attended. No need to include everyone outside of Senate or the candidates. Make sure to include the voting form (if applicable), the candidate platform PDF, as well as the voting timeline in your email. Check to see if you shared the voting form (if applicable) to your Senate liaisons and both the President and Vice President. Remove anyone from the form who is running in the election.

When Polls Open-

Send the email you drafted and the poster you created advertising voting/polls to whoever is in charge of SB Info as well as the Senate secretary. They will send this information out to the student body via email and post the poster on the Senate Instagram. Make sure to include the PDF with the candidates platforms, the voting Google Form (if applicable), the voting timeline, and any other information you want the student body to know.

Have fun! This is your time to create posters, host Netflix parties, set up an in-person coffee/tea extravaganza, and do whatever you want to advertise voting and the candidates. Make sure to

After Polls Close-

Petition Google Form Template-

Candidate Platform/Photo Google FormTemplate-

Assembly Script Example-

Voting Google Form Template-

Counting Votes Google Sheets Template-

Election Results Google Doc Template-

STV Voting Method Instruction Sheet-

Submit to SB Info-

I think that's about it. I hope that this handbook was informational and that you continue