

**Undergraduate Student Government (USG)  
University of Connecticut-Hartford  
Election Packet**

Spring 2024 General Election



**USG HARTFORD**

**What is USG? Our Mission:**

*The mission of the Undergraduate Student Government is to enrich the lives of the undergraduate student body through advocacy and programming. We will strive to help student organizations reach their fullest potential. We will strive to enhance the educational, social, and cultural opportunities at the University of Connecticut-Hartford. We will strive to foster a culture of engagement, collaboration, and inclusiveness.*

**Open Positions:**

Six (6) Senator Seats

President

Vice President

3 Justices (Not for election but nominated by President...Check [Intent to run form](#) (for application))

**Term:**

- The students elected will serve a one-year (two semesters) term as per the [Constitution](#).
  - For the positions in this election, your term begins after the oath of office is taken, which occurs in the last General Senate Meeting of the semester.

**Election Calendar:**

- **Thursday, February 8<sup>th</sup>: 8:00PM:** Election Packet & ‘[Intent to Run](#)’ form released
- **Thursday, February 22<sup>nd</sup>: 12:00PM:** Deadline to submit ‘[Intent to Run](#)’ form
- **Friday, February 23<sup>th</sup>: 11:00AM:** Info Session (1)
- **Monday, February 26<sup>th</sup>: 11:00AM:** Info Session (2)
- **Monday, February 26<sup>th</sup>: 12:00PM:** Campaigning period begins
- **Wednesday, February 28<sup>th</sup>: (TIME PENDING):** Debate (President/VP Candidates)
- **Monday, March 4<sup>th</sup>: 12:00PM:** Campaigning period ends
- **Tuesday, March 5<sup>th</sup>: 12:00PM:** Voting period begins
- **Thursday, March 7<sup>th</sup>: 12:00PM:** Voting period ends (voting period = 48 hours)
- **Friday, March 8<sup>th</sup> : 12:00PM:** Deadline to file Elections Violations
- **Friday, April 26<sup>th</sup>: 2:00PM:** Oath of office at Last Senate of Spring ‘24

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2/4	2/5	2/6	2/7	2/8 <a href="#">Intent to run</a> opens @ 8pm	2/9	2/10
2/11	2/12	2/13	2/14	2/15	2/16	2/17
2/18	2/19	2/20	2/21	2/22 <a href="#">Intent to run</a> closes @ 12pm	2/23 <b>Info Session (1) @11am</b>	2/24
2/25	2/26 <b>Info Session (2) @11am</b> ----- Campaigning Begins @12pm	2/27	2/28 Debate (President/VP Candidates)	2/29	3/1	3/2
3/3	3/4 Campaigning Ends @12pm	3/5 <b>Voting begins @ 12pm</b>	3/6	3/7 <b>Voting ends @ 12pm</b>	3/8 Deadline to file Elections Violations @ 12pm	3/9

Not pictured:

- **Info sessions will be online through Webex**

**Contact:** Chair of Elections, Xanadee Cristofaro ([xanadee.cristofaro@uconn.edu](mailto:xanadee.cristofaro@uconn.edu)) with any questions!  
Justice, Dylan Cox ([dylan.cox@uconn.edu](mailto:dylan.cox@uconn.edu))

- **Friday, April 26<sup>th</sup>: 2:00PM:** Oath of office at Last Senate of Spring '24

### **'Intent to Run' Form:**

- [Complete the Intent to Run form](#), which will close on **Thursday, February 22<sup>th</sup>, at 12:00PM.** After you submit the form, the USG Elections Chair will be alerted of your submission.

### **Candidate Statement:**

- This is your introduction to the student body.
- Take this as an opportunity to thoughtfully voice why you are interested in taking on this leadership opportunity. Share your personal experiences/qualifications.
- Express your passion for the USG mission and goals.
- Tell students how, if elected, you plan to enhance the USG culture and activities.
- Statements should be between 250 and 500 words (Check the Intent to Run form for specifics).

### **Voting Period:**

- Voting by the UConn Hartford student body will open on Tuesday, March 5<sup>th</sup>, at 12:00 PM and will close on Thursday, March 7<sup>th</sup>, at 12:00PM, allowing for a 48-hour voting period.
- Voting will be conducted through an online system (vote@uconn/UConntact) that will be activated when the voting period opens. Only the registered, fee-paying undergraduates at UConn Hartford will be able to vote through the system (Net IDs will be required). The USG Elections Chair and the Student Activities Advisor will publicize the link to vote ahead of the voting period (Daily Digest, digital signage, tabling, email).

### **Campaigning:**

- Campaigning may include the following methods: Social media, tabling, targeted outreach, etc.
- You have the opportunity to advertise your candidacy through the [UConn Hartford Daily Digest](#). If you have any questions or inquiries, feel free to reach out to the USG Elections Chair, Xanadee Cristofaro. Please share your personal statement and necessary information with Xanadee ([xanadee.cristofaro@uconn.edu](mailto:xanadee.cristofaro@uconn.edu))
- [Campaign on campus by requesting space and a table](#)
- When using aids for campaign, do not exceed a maximum of \$50 (Like candy or printing)
- Take advantage of the digital signage boards to promote yourself: <https://hartford.uconn.edu/its/digital-signage/>
- If you have other campaigning ideas and/or are unsure if they are within rules and procedures, please reach out!

### **Eligibility Requirements to Run for Office:**

- Full-time, fee-paying students at UConn Hartford during and throughout their expected term.
  - Must maintain a minimum GPA of 2.5 to be eligible to run and during your expected term.
  - Your schedule must allow you to attend the weekly General Senate Meeting where most of USG business (voting on budget requests) is conducted. (This Spring semester, for example, the meeting is held weekly on Fridays from 2:00-4:00 PM).
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### **President Responsibilities:**

- The President, elected by the student body, shall be the official elected spokesperson of the Student Body and of the Undergraduate Student Government.
- The President shall deliver a State of the Campus Address in one of the first two Senate meetings of each semester and at the final Senate session of each semester.
- The President shall serve as the primary liaison with the Advisor and other University administration.
- The President shall preside over all sessions of the General Senate Meeting and vote only when breaking ties and or to achieve quorum.
- The President shall have the power to appoint new chairs when he or she sees fit with the confirmation of each by a majority vote by the Senate.
- The President shall have the power to appoint ad-hoc committees with a written charge and finite timeline. Ad-hoc committees where the President does not give a date of dissolution shall dissolve at the end of the establishing President's term. Any established ad-hoc committee may be subject to re-approval by the new administration through a written charge. All work of established ad-hoc committees must be reported to the Senate.
- The President shall have the power to call an emergency meeting of the Senate. (H)The President shall retain signature power over all student government accounts alongside the Treasurer and may relinquish their power to the Vice President in the event that they are unavailable to sign.
- The President shall assist the Treasurer in the development and presentation of the annual budget to the Senate in the first General Senate Meeting of each semester
- The President shall have the power to monitor compliance and implementation of all USG governing documents.
- The President shall assign tasks to Senators to serve the interests and concerns of the student body.
- The President shall chair meetings according to Robert's Rules of Parliamentary Procedures (except where the state code of ethics – on issues of recusal – would contradict Robert's Rules, in which case the state code supersedes Robert's Rules

### **Vice President Responsibilities:**

- The Vice President, elected by the student body, shall assist the President in fulfilling all duties and responsibilities of the Executive Board.
- The Vice President shall oversee the daily operation of the USG and its office, including establishing and maintaining office policy. Changes to office policy must be reported to the Senate.
- In the event of the President's absence, the Vice President shall chair the General Senate Meeting.
- The Vice President shall attend all meetings of the Student Senate.
- In the absence of the President, and if quorum is needed, the Vice President is permitted to vote.
- The Vice President, along with the Student Activities Advisor, shall serve as the liaison to all Hartford Campus Registered Student Organizations (RSOs) and support RSO training requirements by maintaining regular contact with RSO leaders.
- The Vice President shall hold meetings with RSO leaders as deemed necessary.
- The Vice President shall facilitate relationships between clubs on collaborative events.
- In the event of a vacancy in the Presidency, the Vice President will assume the President's powers and functions until the presidential term ends or a new election is held.
- The Vice President may be assigned additional duties in service of the greater good of the USG and the student body
- In order to be sworn in, VP-elects MUST complete a set course of training by the date indicated in this packet. This training will be available once elected.

### **Senator Responsibilities:**

- Senators represent the interests and concerns of the Undergraduate Student Body.
- Senators have the voting power to approve or deny budget requests, club/organization recognition, and other government function requests.
- Senators must attend the weekly General Senate Meeting that is predetermined before each semester, where voting on USG business is conducted.
- Senators must be part of one of four (4) standing USG committees (Programming, Communications, Student Affairs, Finance) and must attend the weekly committee meeting of one (1) hour.
- Senators are expected to support advocacy efforts, such as supporting the planning and execution of events that aim to cultivate a sense of belonging for students on campus and within the broader community in which we are situated (Hartford)
- In order to be sworn in, senator-elects MUST complete a set course of training by the date indicated in this packet. This training will be available once elected.

**Additional information**

Any claims of election infractions need to be presented to the Elections Chair & Justice ([xanadee.cristofaro@uconn.edu](mailto:xanadee.cristofaro@uconn.edu)) & ([dylan.cox@uconn.edu](mailto:dylan.cox@uconn.edu)) within 24 hours after the conclusion of the election period. Any violations of any rules could result in disqualification.

**Signature of Acknowledgment**

\*Sign and Return this page during your meeting with the President to acknowledge you have read and understand the above information.

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**Changes to this packet:**

This election packet is subject to change without notice; please refer to it frequently. If you have any questions please contact [xanadee.cristofaro@uconn.edu](mailto:xanadee.cristofaro@uconn.edu)

**Important Links:**

Contact: <a href="mailto:Xanadee Cristofaro">Xanadee Cristofaro</a>	<a href="#">Constitution</a> <a href="#">Bylaws</a>	<a href="#">Intent to run</a>
<a href="#">Schedule a time to meet with the President</a>	<a href="#">Digital Signage</a> <a href="https://events.hartford.uconn.edu/advertising-guide/">https://events.hartford.uconn.edu/advertising-guide/</a>	<a href="#">Instagram</a> <a href="#">Website</a>

**Happy Campaigning!**

