Office of Planning, Research, & Assessment
Election Policy
January 2013

The Office of Planning, Research, & Assessment (OPRA) is available to provide support for the creation and administration of elections for vacancies occurring on University of Southern Indiana committees/councils annually. In order to facilitate this process more efficiently, OPRA has established the following guidelines to streamline the process for ballot creation, election administration, and result(s) distribution. All materials necessary for the election **must be received by OPRA two weeks** prior to the start of the election period.

TIMELINE

	Election Period
Student Development: Homecoming	First week of February, each academic year
Student Government Association (SGA)	Last week of March, each academic year
Faculty Senate/College Elections	First two weeks of April, each academic year
Administrative Senate	Second week of May, each academic year
Staff Council	Third week of May, each academic year

SETUP PROCESS (2-week period)

Week 1	Initial draft of ballot provided to OPRA submitted via Outlook Data Request or email to opra@usi.edu. Ballot should include all text, nominee information (including biographical information if required), and position information. Client will also provide voter contact information as an Excel file (email distribution list).
Week 1	OPRA staff programs initial ballot.
Week 1	OPRA staff sends ballot to client for review and approval.
Week 2	Client reviews election ballot and provides OPRA staff with required edits.
Week 2	OPRA staff makes any revisions requested and submits to client for Final Approval.
Week 2	Client gives Final Approval in writing (email preferred).

ELECTION PROCESS (up to 2-week period)

Week 1	Initial ballot sent by 9:00 am to the distribution list provided by client.
Week 1/2	Depending on election period length, one reminder (for those elections lasting a week or less) or two reminders (two-week elections) will be sent by OPRA staff. ➢ Initial reminder will be sent 3 business days after election start date. ➢ Second reminder will be sent 3 business days prior to election end date.
Week 2	Results provided to client by 12:00 pm NOON on the next business day after the election ends.