

(Last updated 17 November 2022 by two-thirds majority vote of the Council, edited on 29 December after Constitutional Amendments)

The election procedure shall be as follows:

Article I - Department Representative Elections

1. EGSC shall hold elections to fill all vacant DR positions within 30 days of the start of each semester, with assistance from the Office of Engineering Student Affairs. Students may nominate themselves by filling out the candidate application form, and department administration shall vet the candidates to ensure they are in good academic and disciplinary standing.
2. Plagiarism in campaign materials shall not be tolerated in any shape or form. This includes the use of material from other candidates in previous election cycles, and applies to all elections conducted by the Council - Department Representative Elections and Executive Board Elections. Candidates found in violation of Columbia Engineering's Honor Code and University policies shall have their candidacy revoked and can be subject to disciplinary action.
3. Each student may only vote for representatives for their own Department, with votes being validated by the Executive Board, with assistance from the Office of Engineering Student Affairs.
4. In the case of multiple PhD candidates for any department in a DR election, the PhD candidate with the highest number of votes shall automatically take up a department representative position as per Article II Section 4 of the Constitution. The remaining PhD candidates' vote tallies shall be considered with the MS applicants' vote tallies for the remaining DR positions of that department. This does not apply to the DRs from departments without PhD programs.

Article II - Executive Board Elections

1. Elections for the Executive Board positions listed in Article III Section 4 of the Constitution and Chairs of other ad-hoc committees shall be held in-person before the Final Examinations week in Fall by ballot vote. Other voting methods shall only be allowed in exceptional circumstances and shall require a two-thirds majority vote of the Executive Board. Changes to the election process must be announced to the Council prior to the closing of nominations.
2. The elections shall be conducted by the Presiding Officer(s) whose duties include call-to-order, maintaining quorum, calling a vote and time keeping. The primary Presiding

Officer shall appoint another Presiding Officer to jointly conduct the elections, with the approval of the Executive Board and the Office of Engineering Student Affairs.

3. The outgoing President shall be the primary Presiding Officer. In the case of the outgoing President running for an officer position, the Vice President shall be the primary Presiding Officer. In the case of both the President and Vice President running for an officer position, the Treasurer shall be the primary Presiding Officer. In the case of all three running for re-election, a two-thirds majority of the outgoing Executive Board shall choose the primary Presiding Officer, who is a member of the Council not running for any officer position.
4. Only current executive board members, current Council members (DRs and At-large members occupying vacancies), and staff members from the Office of Engineering Student Affairs shall be present during the election meeting. Quorum as defined in the constitution shall be maintained through the entire election process by the Executive Board. If at any point in the election process members leave and quorum is not present, the office(s) yet to be elected shall be put off until the next meeting.
5. Candidates for Executive Board positions will nominate themselves or be nominated by others prior to the elections for their preferred role(s). Nominations shall occur by letting the Presiding Officer(s) know of the candidate's intention to run for office prior to the election.
6. The Presiding Officer(s) shall close the nominations process, and shall distribute the list of nominees for all officer positions to all voting members of the Council, at least one calendar day before the start of the election meeting.
7. The order of voting for positions shall be:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Social Chair
 - e. Career and Alumni Chair
 - f. Communications Chair
 - g. Interschool Chair
 - h. All other ad-hoc positions
8. Candidates for a given position shall be given a maximum of 3 minutes to speak on their behalf. After all speeches for a given position, the Presiding Officer(s) along with the current officer in that role shall lead a Q&A session with the candidates and DRs. In the case of the current officer running for an officer position, only the Presiding Officer(s) shall lead the Q&A session. The time limits for the speeches and Q&A shall be modified at the discretion of the Presiding Officer(s) to account for time keeping, and shall be announced prior to the candidate speeches for each position. The time remaining for

each candidate during the speeches and Q&A shall be prominently displayed to all candidates.

9. The Council members not running for that position shall then partake in a closed discussion of the candidates, followed by the ballot vote for that position. Candidates for a given position shall neither be present directly or indirectly during the closed discussion nor vote for that position. The Presiding Officer(s) shall oversee the closed discussion, and ensure that only Council members participate.
10. Current Executive Board members shall reserve the right to endorse candidates running for officer positions, and shall not endorse any candidate until the closed discussion for each officer position.
11. Only current Executive Board members, DRs and At-Large members occupying vacancies who are present in the election meeting shall be eligible to vote, with votes being counted by staff from the Office of Engineering Student Affairs or SEAS administration who are not current students of Columbia Engineering.
12. Plurality vote shall be used to determine the winner of the election for each position. In case of a tie between candidates, a runoff election between only those candidates shall be held with another closed discussion prior to the ballot vote.
13. The winner of the election for each position shall be announced immediately before the next position is considered for election. Nominations from the floor during the election of any officer position shall be considered at the discretion of the Presiding Officer(s).
14. Candidates shall be able to ask the Office of Engineering Student Affairs for their own vote tallies after the election meeting has concluded and up to one calendar week after the conclusion of the election meeting. Candidates will not be allowed to request vote tallies of other candidates, and vote tallies of all candidates will not be publicly disclosed to other members of the Council including the outgoing Executive Board.