**HA Election SOP**

2019-03-19

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| **Tasks** | **Steps and Descriptions** | **Person in charge** |
| Announcement  (Mid-February) | * Send an email to all students, informing them to form teams of 3 persons and submit application form to the chair of the Election Committee * Deadline is one week from announcement * In the email, explain the timeline of HA Election:   + Application Period   + Briefing Session   + Announcement of Candidates and Team Number   + Workshop for Candidates   + Promotion Period   + Policy Briefing with Q&A   + Voting Period * Also provide links to the HA Charter and this SOP | Election Committee |
| Voting  (Mid-March) | * Voting Arrangement   + CKPC Dining Hall is the preferred voting venue   + RA/RT take turns assisting at the voting booth   + Voting booth is open during lunch and dinner times * Counting vote:   + Vote counting procedures start right after the voting period   + Members of Election Committee are responsible for vote counting and vote validation   + Announcement of election result | RA/RT and Election Committee |
| Board Forming  (within one week after voting) | * Forming the HA board with 6 persons   + 3 persons from the winning team   + 3 persons from the other teams * Selection of 3 persons from the other teams   + The winning team has the right to choose candidates from the other teams, preferably, from the runner up team   + If the candidates from the other teams do not want to join the winning team, the Election Committee will recommend 3 other persons into the board   + The Election Committee reserves the right of final decision * Recognition of the HA board   + Signing of acceptance form   + First meeting with RF advisor   + Announcement of the new HA board to all CKPC students | Election Committee and RF advisor |
| Handover | * Inauguration at the High Table Dinner (April) * Official start date of new HA board (1st May) * Verification of GPA (July) | Election committee |