**HA Election SOP**

2019-03-19

|  |  |  |
| --- | --- | --- |
| **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 |