SBA ELECTIONS
FOR THE 2021-2022 ACADEMIC YEAR

UPPER-LEVEL AND EXECUTIVE VACANCIES
- 2 (two) 4E Senators
- 4 (four) 3D Senators
- 2 (two) 3E Senators
- 4 (four) 2D Senators
- 2 (two) 2E Senators
- 1 (one) Part-Time Day Senator
- President
- Vice-President, Day Division
- Vice-President, Evening Division
- Secretary
- Treasurer

NON-SBA POSITIONS AVAILABLE
- 2 American Bar Association Representatives (“ABA Rep”)

TIMELINE
Wednesday, April 7 – Wednesday, April 14, 2021:
Petitions for SBA positions are due Wednesday 4/14 by 9pm!
“Applications” for vacant ABA/SGA reps due, as well.

Thursday, April 15 – Monday, April 19, 2021:
Campaigns for SBA positions.
Interviews for ABA conducted by Jonathan and current ABA Rep (remote).
Jonathan will interview SGA Reps during this week (remote).

Tuesday, April 20 – Thursday, April 22, 2021:
Elections for all SBA positions (online).

Friday, April 23, 2021:
Announce winners of SBA elections, as well as new ABA rep and SGA reps!
Elected reps will be notified by 5:30 PM.

IF ELECTED, PLAN TO ATTEND (via Zoom):
SENATE MEETING: APRIL 26 @ 5:15 PM
Swearing-in ceremony; general info.
GENERAL ASSEMBLY: APRIL 28 @ 5:15 PM
Final meeting; transfer of power.
PETITIONS TO APPEAR ON SBA BALLOT

Due to social distancing and remote learning, petitions will be online this year instead of our traditional paper petition format. We are asking petitioners to create a Google Form to obtain signatures of support of candidacy.

All petitions are due by 9:00PM on Wednesday, April 14.

To have your name on the ballot for an Executive Board office:
Obtain at least 75 signatures* of currently enrolled Duquesne Law students

To have your name on the ballot for a Senator office:
Obtain at least 30 signatures* of currently enrolled Duquesne Law students

*Due to the nature of social distancing and remote learning, petitions to appear on the ballot may be considered with less than 75 or 30 signatures, if the petitioner has in good faith attempted to obtain signatures and if other petitioners were also unsuccessful in meeting the traditional requirements.

Instructions on How to Create Your Google Form Petition:

To create your petition with Google Forms:
1. Go to: https://docs.google.com/forms
2. Click “Blank” under “Start a new form” in the upper left corner.
3. Click “Untitled Form”
   a. Type “[Your Name] Petition for [SBA position]”
4. Click the dropdown arrow next to “Multiple Choice” in the lower box
   a. Select “Short Answer”
5. Click “Untitled Question”
   a. Type “Signature”
6. Click the gear wheel next to the “Send” button in the upper right corner of the page
   a. Under the General tab
      i. Click “Collect Email addresses”
   b. Click “Save” in the bottom right of the Settings box.
7. Finally, Click “Required” slider in the bottom right of the short answer box you just made.

To share your petition:
1. Click “Send” in the upper-right corner of the page.
2. Next to “Send via” there are three symbols.
   a. Click the middle symbol “Link”
   b. Click “Shorten URL”
3. Copy and paste the shorten URL to your social media, email, etc to share with classmates!

To collect your responses to submit them to Beth Bauer:
1. Go to your form
2. Click “Responses” in the middle of the page next to “Questions”
3. While on the “Summary” tab:
   a. Click the 3 vertical dots right above “accepting responses”
FOR CONSIDERATION AS ABA REP OR SGA REP:

Becoming an ABA Rep or an SGA Rep does not require the same petitioning process as the SBA Senate requires.

For consideration as an ABA Rep,
submit a resume and cover letter to SBA President Jonathan Veres (veresj@duq.edu).

For consideration as an SGA Rep,
email SBA President Jonathan Veres (veresj@duq.edu) with your stated interest and a brief writing on why you are interested in serving in this position.

CAMPAIGNING

- If your petition is approved, you will be notified no later than Thursday, April 15, 2021.
- Beginning on Thursday, April 21, you may begin campaigning to make your classmates aware of your candidacy!
- Beth Bauer, Assistant Director of Student Organizations & International Programs, will ask all candidates to submit to her a headshot to include on the school campaign page and on the subsequent online ballot.

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<tr>
<th>Campaigning DOs</th>
<th>Campaigning DON'Ts</th>
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<tr>
<td>o Feel free to make a flyer promoting your candidacy.</td>
<td>o Candidates shall not engage in any campaign activity that is contradictory to</td>
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<td>o It's always helpful to ask your professor if you</td>
<td>University policy, or any applicable federal, state, or local law.</td>
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<td>can make an announcement at the top of class to let</td>
<td>o Candidates shall be prohibited from engaging in the removal, destruction, or</td>
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<tr>
<td>people know you're running for SBA! 😊</td>
<td>mutilation of another candidate's campaign paraphernalia or engaging in otherwise</td>
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<td>o Be sure to post your campaign flyer in your</td>
<td>offensive campaign tactics, or encouraging others to perform such acts.</td>
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<td>class's Facebook group!</td>
<td>o Candidates shall be prohibited from offering any form of consideration (e.g.</td>
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<tr>
<td>o Keep it positive, keep it clean!</td>
<td>food or other giveaways) for the purposes of promotion during the entire election</td>
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<td>process.</td>
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VOTING

Voting will take place online via a link that Beth Bauer will send out to the entire student body. Voting will commence on Tuesday, April 20, 2021, and run through Thursday, April 22, 2021. The newly elected officers will be notified by 5:30 PM on Friday, April 23, 2021.

QUESTIONS? COMMENTS? CONCERNS?

Reach out to SBA President and Elections Committee Chair Jonathan Veres (veresj1@duq.edu).