

<b>Position:</b> Fair Election Practices Commission Chair	<b>Term of Employment:</b> One Year
<b>Last Revision Date:</b> December 5 <sup>th</sup> , 2017	<b>Employee Type:</b> Regular
<b>Supervisor:</b> VPFA	<b>Department / Division:</b> Fair Election Practices Commission
<b>Base Pay Rate</b> \$1,450.80 1/2 Fall & 1/2 Spring - Bi-Weekly	<b>Required Weekly Office Hours:</b> To Average 4 hours per week

**Student Government Inc. Job Description**

Constitutional / Bylaw Duties:

Specified in Document(s): Senate Bylaws, FEPC Guidelines

**Required Job Tasks:**

- 1 To conduct the elections of any Student Government executive officers, the General Student Senators, Rep Boards and Community Associations or any other recognized Student Government organization that requests assistance. Must put any and all referendum questions before the undergraduate student activity fee paying student body.
- 2 Serve as Chair of the FEPC commission and adhere to the policies set out in the FEPC Guidelines.
- 3 To ensure that elections are the fair, honest, and democratic.
- 4 To receive complaints of alleged election rule violations, investigate, conduct hearings, and report election rule violations to the GSS.
- 5 To print and tally ballots according to the FEPC Guidelines.
- 6 To fairly apportion Student Government voting districts; a process which shall be completed according to the by-laws of the GSS.
- 7 To create a permanent file of election results for future reference to be stored in the Offices of UMSG, Inc.
- 8 Periodically recommend changes to the FEPC Guidelines to the GSS.
- 9 Perform any other duties as required by the FEPC guidelines or the GSS.