



## CARNEGIE MELLON UNIVERSITY Ballroom Dance Club

### **Why be an Officer?**

Officers are an integral part of the club—as an officer you have the chance to influence everything about how the club runs, from what we teach at lessons, what lessons we offer at different levels, what fun events we have, competitions that we go to, publicity efforts on campus and throughout Pittsburgh, designing our website and more! Additionally, all officers receive reduced membership and other benefits during their term. It is also a perfect opportunity to practice skills such as leadership, organization, communication, and really impact the CMU campus as well as the Pittsburgh community!

**ALL** positions are open for election. A list of all the positions along with their descriptions can be found further in the document. If there is a position you are interested in – go for it! If you are currently an officer and would like you retain your position, you need to reapply and be reelected. Application guidelines and description of the election process can be found below.

### **Application Process**

Please fill out the following form by **Tuesday, Sept 5 at 10 PM**.

Contact Sasha Shefter in person or by email at [sshefter@andrew.cmu.edu](mailto:sshefter@andrew.cmu.edu) with any questions.

Link to application form: [CMUBDC Officer Elections - Application Form F23](#)

You must then attend the election on **Wednesday, Sept 6, at 5:30 PM in Peter/Wright/McKenna** (arrive 10 minutes early). If you want to run for a position but are unable to be there on the day of the elections or for a particular time, please let us know and we will try to make arrangements. You may elect to have a proxy speak on your behalf.

### **Election Process**

Elections will be held **Wednesday, Sept 6, at 5:30 PM in Peter/Wright/McKenna**. All paying members of the club are eligible to and vote. Paying members who are CMU students are eligible to run for office. We encourage you all to attend!

The election process will proceed as follows:

1. Ballots will be distributed, and the election procedure will be explained. Position descriptions will be read before each set of candidate speeches.
2. Candidates for each position will speak in the following order: Comp. Team Captain, Events Coordinator, Media Manager

The first time they speak, each candidate for any positions will give a speech (max 2 minutes) on why they would make a good officer. If the candidate is running for multiple positions, the candidate will deliver a speech (max 1 minute) on why they would be suited for that specific position. Following this, there will be period (max 3 minutes) of questioning after each speech. Other candidates for the position will be outside the room during this process.

3. After going through all candidates for a position, the members may deliberate (max 7 minutes).
4. Each member may cast a ballot for the position by ranking the candidates. After the deliberation period a code to be written on the ballot will be announced to verify the ballot was cast after the candidate speeches.

Members should rank as many candidates as possible on the ballot, up to a maximum of three. Points will be allotted as follows. Let  $n$  be the number of candidates listed on a ballot for a given position. For the first ranked choice,  $n$  points will be added. For the second ranked choice,  $n-1$  points will be added. For the third ranked choice,  $n-2$  points will be added.

Alternatively, members can indicate a vote of no confidence if no candidates are suitable by checking the appropriate box. If a majority of ballots are votes of no confidence, then the position will remain unfilled until a follow-up election.

5. All votes will be tabulated at the **end** of the election. The ballots point counts will be verified by three club members (graduating members when possible). Results will be announced to the club within 48 hours.

The highest scoring candidate for each position will first be offered the position, and candidates winning multiple positions will be allowed to choose among them. In the event the highest ranked candidate chooses another position or otherwise declines, the position will be offered to the next highest ranked candidate until the position is filled.

## **Instructions for Candidates**

Candidates will be giving one speech per position. The first (in accordance with the ordering from Step 2 above) will be a bit longer.

First Position Running For (3 min. total):

2 minutes:

Why would you be a good officer in general? How would you improve the Ballroom Dance Club overall? How much time can you dedicate to your job? Personal qualities, past experience, time with the club, work ethic, commitment to the club should be highlighted in this speech.

1 minute:

Why would you be a good fit for this particular position? What experiences and qualities make you a good fit for this position? How would you use your position to improve the club?

Second Position Running For (1 min. total)

1 minute:

Why would you be a good fit for this particular position? What experiences and qualities make you a good fit for this position? How would you use your position to improve the club?

**ALL OFFICERS** are expected to also complete the following duties: teaching lessons, tabling during lessons, room set up and clean up, assisting with running of events, contributing to advertising efforts, as well as other club needs. All the officers must be trustworthy, reliable, and responsible people who can get along with each other and are passionate about the club and the happiness of its members.

*NOTE: If you are a student, however, your schoolwork should be your first priority. We don't want your grades suffering, so please make sure you are ready for the work you are taking on. (It is recommended that you have a 3.0+ GPA prior to applying, but is not a requirement.)*

To learn more about any position, talk to the officer previously in the position or Sasha Shefter

List of officers by position:

- Comp. Team Captain: Sasha Shefter
- Events Coordinator: Abby Quigley
- Media Manager: Hanann Marawi