

Rev. 2/26/18

UCSB CAMPUS ELECTIONS COMMISSION GUIDELINES

I. History, Role, and Composition of the Campus Elections Commission

The Campus Elections Commission was established in February, 1987. The mission of the Campus Elections Commission is to establish the guidelines for conducting campus wide elections. This includes, but is not limited to, setting the calendar and timeline, informing the campus of relevant deadlines, establishing petition requirements, reviewing and approving proposed ballot language in consultation with referenda proponents and other appropriate parties, assisting at the polling locations, and reviewing and responding to allegations of election misconduct. In all of these matters, the Campus Elections Commission is expected to be a neutral, impartial body.

A. The Charge of the Campus Elections Commission is:

1. To make recommendations to the Chancellor on all issues related to campus-wide elections. This shall include (but not be limited to) ballot wording, election timing, election operations, policies, practices, and violations.
2. To centralize, publicize, coordinate, and conduct all campus-wide student elections.
3. To educate the voters about the scope, financial implications, pros and cons of each ballot measure being placed before the electorate.
4. To assure that campus-wide elections are conducted in a fair and efficient manner.

B. Membership:

Voting Members:

Internal Vice President, Associated Students

1 Undergraduate Student Appointed by AS

The Chair or designee of AS Elections

1 Representative, Student Fee Advisory Committee

2 Faculty Representatives, Appointed by the Academic Senate

1 Staff Member

Budget Office Director (or designee)

1 Graduate Student, Appointed by G.S.A.

The Chair shall be a voting member and be elected from one of the student members, from the Campus Elections Commission membership.

Non-Voting Advisors:

A.S. Executive Director (or designee)

Dean of Students (or designee)

Dean of the Graduate Division (or designee)

Others, as needed

C. Quorum:

50% + 1 of the voting members

D. Meeting:

The Campus Elections Commission will meet bi-monthly or as needed. In general, meetings of the Campus Elections Commission will be open to the public. Should the Campus Elections Commission receive complaints of election irregularities, however, the members may vote to close the meetings in order to protect the privacy of those involved. A majority vote will be sufficient to close a meeting to the public.

E. Office of Record and Official Numbers:

1. The records of the Campus Elections Commission will be housed in the Office of Student Life
2. The official student registration numbers are those provided by the Registrar for the third week of any given quarter.
3. The online vendor conducting the election provides Associated Students, Graduate Student Association, and Campus Elections Commission the official election turnout results for both undergraduate and graduate student voting. For purposes of the five-year average, each turnout percentage shall be rounded to nearest one-hundredth (two decimal places).
4. The official keeper of the numbers for the five-year averages and of the sliding scale is Audit Services. The Campus Elections Commission shall be notified of the five-year average for the upcoming election as soon as possible for inclusion in Commission publications and notices.
5. The five-year average (rounded off to the nearest one-hundredth-- two decimal places) shall be the average of each year's percentage turnout also rounded off to the nearest one-hundredth.

F. Conflict of Interest:

All voting members and staff support to the Campus Elections Commission shall be neutral, impartial, and objective in dealing with proposed ballot initiatives and any election processes that may affect the outcome of any ballot measure.

Any member of the Campus Elections Commission who is also involved in promoting or opposing a ballot initiative or works for a department promoting or opposing a ballot initiative

shall identify themselves and not vote on any business of the Commission involving that measure, nor shall any member who files a complaint against the Commission or for other campus-wide election irregularities (as per Section XIII) also vote on matters pertaining to the complaint.

II. Guidelines Governing the Conduct of Campus-Wide Elections

A. Guidelines for the Submission of Ballot Measures/Election Proposals and Reaffirmations:

1. A.S. and G.S.A. Where measures affecting either of these two organizations are concerned, election proposals must be submitted by the chief executive office of the organization on its behalf. (If this authority is delegated, the Campus Elections Commission must have written proof that such a delegation has been authorized.) All measures submitted must be in compliance with the internal documents and processes outlined in the constitution and by-laws of the association making the proposal. Proposals must be submitted in accordance with the calendar established by the Campus Elections Commission. (See Appendix 3 for the calendar.)
2. Other Campus Organizations, Departments, Individuals. Non-student government groups of students, campus departments, etc. will have the right to put measures before the voters. However, any suggested proposal will require the support of the campus department or division directly affected by passage of the measure particularly if the proposal includes mandatory fees.

B. Procedures are for the inclusion of graduate students in campus-wide initiatives both in the petition process and on a combined ballot. There are two ways for ballot measure proponents to include graduate students on a combined CEC ballot: (1) gather signatures from 15% of the registered winter quarter graduate student population to match the same required percentage of undergraduate signatures (see II. C) or, (2) obtain the support of the GSA Assembly at its February meeting. The following applies to both processes whose timelines overlap. Please refer to the CEC calendar for exact deadlines and due dates (Appendix 3).

1. **Intent Form Filed.** All ballot hopefuls must file an intent to gather petition signatures to qualify for the spring ballot. If the proposed ballot measure is to include graduate students, in addition to the proposed petition language and other general questions answers to the following questions must also be submitted:
 - a. Will undergraduate and graduate students be asked to vote on this measure and why?
 - b. Does the measure include a mandatory fee, and if so, will the fee be the same for undergraduate and graduate students?
 - c. If your fee is for a major capital project, please explain why graduate students will be required to pay the fee.
 - d. If you fail to get 15% graduate student signatures or the support of the GSA Assembly to place the fee on a combined ballot, will your program or project still be viable with undergraduate support only?

- e. If you answer “yes” you will be asked to explain how the project will be viable (e.g., will the project/plan be scaled down, outside funding obtained, users charged a fee, or some other source of funding obtained) or be prepared to forgo the measure for the current election.
 - f. An explanation of the how the Governing Board of the proposed fee will operate.
- 2. **Graduate Student Petitions.** By the first Tuesday of December the CEC will approve the petition language. If applicable, beginning the first day of winter quarter proponents will gather signatures from graduate students on separate petitions or electronically (see II. C. 2). All petitions are due Tuesday of the 5th week of winter quarter. If the petitioning process garners 15% of the eligible undergraduates but fails to get 15% of the eligible graduate students and the proponents fail to obtain the GSA Assembly’s support at their February meeting (see 3. below) then initiative proponents have 30 more days from the February GSA Assembly meeting to continue gathering graduate student signatures. If by the end of 30 days there are still insufficient numbers of graduate student signatures, proponents will discuss options with the CEC as outlined on their intent form (see 1 d-e above).
- 3. **GSA Assembly Approval.** CEC will inform GSA before their first meeting of November if any proponents have filed an intent form that will include graduate students in the spring election. CEC will request that GSA put the intent form on the agenda for the November GSA Assembly meeting to begin the discussion process. During November CEC and GSA representatives will discuss any issues related to a proposed combined ballot measure based on the proposed petition language. If the CEC, in consultation with the GSA, decides that a combined ballot measure may be appropriate, the GSA Assembly will discuss at its December and January meetings whether or not to support the combined ballot measure. The GSA Assembly will vote at its February meeting on the inclusion of graduate students on the joint CEC ballot in the spring. The GSA will report the results to CEC immediately after the vote.
- 4. **Ballot Language Consistency.** Ballot language and support material for the Voter’s Guide will be finalized by the CEC, the proponents and, if applicable, the GSA before the end of winter quarter). If supported by 15% of the undergraduates on a petition and the GSA Assembly (or 15% of the graduate students on a petition), the measure will go on the spring ballot as a joint measure subject to the requirements of a combined ballot measure as originally outlined in the CEC guidelines.

C. The sponsoring group must comply with the following process:

1. The sponsoring group must file an intent to be on the ballot form (see II. B. 1), register as a campus organization (or be a campus department), and have an on-campus trustee account established in its name at the beginning of the petition process.
2. The sponsoring group must produce evidence that there is support for putting the measure before the voters by collecting signatures from 15% of the students enrolled who are eligible to vote on the measure. If the pool of eligible voters for a measure includes both undergraduate and graduate students then a minimum of 15% of all undergraduate students and 15% of all graduate students must sign the petition for the measure to qualify for the ballot. Given the perceived difficulty of gathering signatures from 15% of the graduate student pool, it is expected that the Graduate Students Association and the Graduate Division will assist the Campus Elections Commission in setting up an electronic petition system for graduate students and help advertise the existence of such petition. The sponsoring group must use the petition language and format approved by the Campus Elections Commission, which is contained in Appendix 1. Once the original petition is submitted to the Campus Election Commission, the petition will not be returned to the sponsoring group. Petitions submitted that were not approved by the Campus Election Commission will be invalid.
3. The sponsoring group must complete the campus-wide Election Proposal or Reaffirmation Proposal form and include supporting material. For a ballot measure involving a student fee-funded facility, additional information must be provided, as outlined in Appendix 2.
4. The sponsoring group must agree to comply with all Campus Elections Commission guidelines, deadlines, and procedures. If a proposed measure is a fee measure, it will be the right of the sponsoring organization, in consultation with the A.S., the G.S.A. or both, to determine whether it wants the fee to be part of a student government fee or collected and administered separately by the authority of the Regents of the University of California.
5. In order for a measure to be placed on the final ballot, the ballot language will need to receive approval from the CEC, UCOP, and the chancellor or designee. Sponsors will be sent a copy of the final ballot and must certify through written signature that their initiative appears correctly. If subsequent corrections are necessary, sponsors will be notified.

D. Fee Measures:

1. Initiatives which propose a new fee, fee reduction or elimination*, or fee increase must follow the process outlined above in section II C. Fee reaffirmation measures must comply with all above steps except submission of 15% signature petition (II C. 2).
- 2). A fee increase measure, if successful, establishes a new reaffirmation timeline.

See Section XIII B for the reaffirmation criteria. *Elimination refers to discontinuing a fee during the term of the fee, i.e. before the point of reaffirmation.

2. Those wishing to place on the ballot an initiative to eliminate an existing fee must follow the procedures for the electoral process which initially passed the fee. For example, a CEC initiated fee must follow CEC procedures to eliminate the fee and an Associated Students initiated fee can only be eliminated using A.S. procedures for eliminating a fee.
3. The sponsoring group and/or department directly affected by the fee will be bound to the terms of the ballot language for both collection of the fee and programming or services supported by the fee, for the designated term of the fee, as noted on the ballot. Any fee reduction or increase, or significant change in programming or services supported by the fee, must follow the process outlined above in section II C, and will be treated as a new fee.
4. At the point of reaffirmation, sponsoring groups and/or departments directly affected by a fee, who wish to discontinue collecting the fee and offering said services or programs, must so state on the reaffirmation proposal form and have valid reason for such discontinuation. Discontinuation will require approval from the divisional control point and CEC. If approved, the reaffirmation will be removed from the ballot and the fee will no longer be collected. Any future proposal to reinstate such fee will be treated as a proposal of a new fee and must follow the process outlined above in section II C.
5. Mandatory new fees and increases to an existing fee are subject to a return-to-aid surcharge of 25% of the total fee charged (as of the mandate from the UC Office of the President and student vote in 2006). The surcharge is used by the campus to cover need-based financial aid for UCSB students whose financial aid awards would not otherwise cover student-imposed mandatory campus fees. The surcharge applies to undergraduate and graduate student fees.
6. Mandatory new fees and increases to an existing fee are subject to an administrative fee calculated by the campus. The surcharge is used by the campus to cover the costs associated with collection, accounting, and distribution of the fees. The surcharge applies to undergraduate and graduate student fees.

III. The Campus Elections Commission Calendar

The Campus Elections Commission recommends against fall or winter quarter elections, except under unusual circumstances. Amendments to the general election calendar may be made by the Chancellor, upon recommendation of the Campus Election Commission, but as a rule of thumb, the Campus Elections Commission will hold elections only in spring quarter and dates will coincide with the constitutionally-mandated A.S./G.S.A. elections. The dates of these elections will be decided by A.S., G.S.A. and CEC collaboration. The pre-established calendar for campus-wide spring quarter general elections may be found in Appendix 3.

IV. The Preparation of Educational Elections Materials and Voter Information Pamphlets

The Campus Election Commission shall be responsible for the production and distribution of unbiased educational materials (e.g., The Voters Guide) and the sponsorship of voter awareness programs. Specific guidelines governing the content, production, and neutrality of such materials will be established when a 50% + 1 favorable vote of the voting members of the Campus Elections Commission is achieved.

V. Election Costs

The cost of each election will be divided equally among all parties, Associated Students, GSA, and CEC. Moneys allocated to the Campus Elections Commission by the Office of the Chancellor may only be used to pay the direct costs of conducting the election and to provide unbiased educational information about the issues to the voters. Educational strategies may include (but need not be limited to) flyers, newspaper and radio advertising, voter pamphlets, and educational forums.

VI. Posting Regulations

A. Election Bond: Any organization or individual wishing to sponsor, campaign for or campaign against any ballot measure must post a bond of \$50.00 in the Office of Student Life by the deadline established in the elections calendar. (See Appendix 3 for the calendar.) Failure to meet the bond posting deadline will result in a removal for the ballot. This bond serves as a statement of intent to be formally involved in the elective process, and may be used to pay any fines that are levied as a result of violating posting or other election regulations. All posted or distributed literature must bear the name of its sponsor otherwise it will be removed and a violation will be charged. If no fines are levied, the sponsoring group must request reimbursement of the bond before the end of spring quarter. Unclaimed bonds and fines forfeit to the CEC. Fines and unclaimed bonds will be applied toward the cost of the election.

B. Statement of Compliance: Each sponsor, opponent, or proponent of a ballot measure will be required to sign a statement at the time, of the meeting to review CEC campaign rules and regulations (usually the end of winter quarter) stating that they agree to comply with all election posting regulations.

C. Posting Rules: All posting of campaign literature and materials must be in compliance with the existing posting regulations in the document titled "Campus Regulations Applying to Campus Activities, Organization, and Students," (on line at http://www.sa.ucsb.edu/Regulations/campus_activities.aspx), CEC Guidelines, and Residence Halls Association (RHA) rules and guidelines.

D. Samples: One copy of all written campaign materials, including electronic postings must be submitted either electronically or hard copy to the Chair of CEC in care of the Office of Student Life before their initial distribution. All campaign material must include the name of the sponsoring department.

E. Violations: Allegations that the posting regulations have been violated must be made in writing and submitted to the Office of Student Life no later the end of the fifth week of the quarter in which the election was held. The Campus Elections Commission will conduct an investigation of each incident reported (including an interview with the complainant and the accused), and will make a ruling regarding whether or not a violation has, in fact, occurred before the end of the quarter in which the election was held.. For minor to moderate violations (e.g., failure to get advance approval of campaign material or not having the sponsors name on campaign material), those found guilty will forfeit part or the entire posting bond, at the discretion of the Campus Elections Commission. Those cases in which major violations (i.e. hacking into the voting system or tampering with ballot) appear to have occurred will be referred to the Student Faculty Committee on Student Conduct for additional investigation and appropriate disposition.

F. Early Campaigning. In order to ease the burden of excessive paper campaign literature, the allowable dates for the distribution and posting of campaign material shall coincide with the timeline established by Associated Students for their general election. Exceptions are for any mandatory fee measures. Campaigning for these measures may begin the quarter prior to the election. This type of "early" campaigning is limited to material in the form of ads/announcements, etc. in regularly published material, internet postings (must obey all applicable university/campus rules*), or posting in sponsoring agencies or departments affected by the outcome of the fee measure; campus-wide banners, posting, or leafleting in "public" campus areas is not allowed until the same time as the A.S. campaign begins.

G. Email Lists. Campus departments/agencies allowing one side of an issue access to their e-mail lists must allow access to those organized individuals/groups with an opposing viewpoint. This requirement must be posted on all campaign material sent using department/agency email lists.

VII. Campaign Financing.

Academic and administrative departments are limited to \$2,500 spending on campaigns to promote measures affecting that department or any of its sub-units. Academic and administrative departments are also limited to \$2,500 contributions to any other campaign. The campaign spending limit does not apply to the equivalent value of donated goods or services from non-campus sources nor does it apply to staff time donated. However, staff time spent on campaigning must be accounted for on the Financial Report Form (see Sec. XV. B.)

VIII. General Voting Regulations for Students

A. Process: No person shall vote by proxy.

B. The Voter's Guide will be advertised in at least two ways prior to the spring quarter election at the discretion of the CEC, and will also be available online on the CEC website.

C. No campaigning within 20' feet of public computer banks (ie UCen, Library, SRB, Instructional Computing).

- D. A department sponsoring an initiative who has public access computers must forgo advertising their initiative within 50' of the computers.
- E. No campaign material, either electronic or physical, may be posted on a public access campus computer.
- F. No voter shall be unduly influenced or intimidated while voting.
- G. In the event of duplicate paper and electronic ballots, the electronic will supercede the paper ballot.
- H. Any student registered for the quarter in which the election is held may vote electronically regardless of their physical location (e.g., Education Abroad, Ventura Learning, and UCDC students may now vote).
- I. To alert the student body to the combined electronic ballot containing both Campus Elections Commission (CEC) initiatives as well as Associated Students (AS) and Graduate Students Association (GSA) candidates and initiatives:
 - 1. The Voter's Guide will state that the CEC measures will be on the ballot with the AS and Grad candidates and initiatives
 - 2. The AS Election Nexus ads will mention that the CEC measures and the GSA officers and measures will also be on the ballot. .
- J. In the event of any electronic or other type of failure of the on-line voting system, the AS elections committee, the Campus Elections Commission, and representatives of the GSA will determine the appropriate remedy.
- K. Departments or groups sponsoring an initiative may not set-up computer banks on campus during the period of the election.

IX. Ballots

A. The final wording, format, and order of all independent ballot measures will be under the purview of the Campus Elections Commission and will be completed as specified in the election calendar

B. Tampering with the on-line election system or process or with any available paper balloting process will be considered a form of election fraud. Ballot tampering (i.e. casting multiple votes, hacking the system, denial of service acts)

X. Vote Tabulation

A. During each election day, the total number of ballots cast will be provided to the CEC chair or designee. The final results tabulation for the election shall begin immediately following (and not before) the official closing of the election period and shall continue until all ballots are tabulated.

B. Only those paper ballots marked properly (as defined before the election by Associated Students and the Graduate Students Association) will be counted; all others will be disregarded as invalid. An electronic ballot is considered valid unless an investigation by the elections committee or designee determines otherwise.

C. Only votes cast during the specified election timeframe will be counted. However, should the voting website become inaccessible for any period of time, the election timeframe may be extended. Because the ballot is a combined Associated Students, Graduate Students Association and Campus Elections Commission ballot, representatives of all three parties must agree on any extensions beyond the general agreed practice. The general agreed practice is that the election timeframe will be extended by the amount of time the voting website was inaccessible.

D. Voter population for a particular measure is made up of “yes” and “no” votes (abstentions excluded). Voters who abstain on a particular measure or measures, however, will be counted in total voter turnout for an election.

E. In order for a ballot measure to be valid, fifteen percent (15%) of all eligible students must vote “yes” or “no” on that particular ballot measure.

F. The only people present during the tabulation shall be members of the Associated Students Elections Committee, the Campus Elections Commission, and Graduate Student Association, or persons authorized to be present by the aforementioned parties. Any conflicts of interest should be taken into consideration.

G. Election results will be sent by the voting website administrator to the AS Computer Technician and the Campus Elections Compliance Officer. Audit and Advisory Services may request to obtain the election results, and any additional information needed, directly from

the contracted voting website administrator, in order to validate any results within 1% of the threshold needed to pass, or if a ballot measure is contested.

- H. Once election results are announced, any ballot measure sponsor, proponent, or opponent may request an audit of results if the margin of victory is less than 1%. An audit of the results may only occur within five working days following an election.
- I. During the requested audit, the parties involved may be invited by the Campus Elections Commission to witness the final tabulation.
- J. Once the election results have been tabulated, the Campus Elections Commission chair shall take the results to all campus media and notify the sponsoring group. Numbers and percentages will be reported for the combined voter pool and subtotaled by graduates and undergraduates.
- K. All election results are considered to be unofficial until the Campus Elections Commission submits its final report to the Chancellor and s/he formally approves them as valid.

XI. Interpretation of Election Results

The office of Audit Services shall keep the data and formulas to determine the five-year voter turnout average for undergraduate and graduate students. Once Associated Students/ Campus Elections Commission and the Graduate Students Association tabulate election results, the outcome shall be calculated by Audit Services and turned over to the Commission chair for public release.

In order for an election to be considered valid, at least 20% of the eligible voters must vote in it. For measures voted on by undergraduate and graduate students combined, a minimum 20% of the combined turnout is required. Turnout is defined as the sum of all valid scantrons (if paper ballot) or the sum of all valid electronic ballots (any valid marking on an electronic ballot).

- A. **Mandatory Fees:** The sliding scale description found in Appendix 4 will be used to determine the outcome of independent ballot measures proposing the imposition of mandatory fees. For fees affecting only undergraduates, the five-year average shall be based on the turnout for the previous five general undergraduate elections. For fees affecting undergraduate and graduate students, the five-year average shall be the combined average turnout for undergraduates and graduate students. Graduate student turnout will be based on the last five graduate elections whether or not they occur in successive years.

In mandatory fee measures for construction/capital projects which ask first to approve the project then to choose from various payment options, the yes/no vote shall be counted separately and require the application of the sliding scale; the fee option shall win by simple majority. A positive vote without a fee option vote will not invalidate the positive vote, and a negative vote with a fee option indicated will not invalidate the fee option vote. Wording for such measures shall include the statement "If this measure passes, then which fee option do you prefer?"

B. Reaffirmation: Reaffirmation of a mandatory fee will require simple majority (50% + 1) in order to be continued until the next reaffirmation period as set in the initial ballot.

The reaffirmation timeline will normally be four years but may be extended by the Campus Elections Commission if proponents establish good reason for a longer timeline, e.g., a long-term bond measure.

Failure of any election to receive 20% of the eligible voter turnout continues the fee until the next reaffirmation period.

C. Voluntary Fees: In order for a voluntary fee election to be considered valid, at least 20% of the eligible voters must vote in it. A 50% + 1 majority of the eligible voters who vote will be sufficient to authorize the collection of a voluntary fee.

C. Opinion Polls/Plebiscites: Since these results are non-binding, the ballots related to these measures will be counted along with the other measures on the ballot and their results will be used as those groups see fit.

XII. Election Irregularities and Complaints

A. Complaints of election irregularities may pertain to specific guidelines stipulated in this document, operational procedures of the Campus Elections Commission, actions by the ballot measure's sponsoring group, or other circumstances which may have unfairly affected the election.

B. All allegations of election irregularities and complaints must be made in writing and submitted to the Office of Student Life within three working days after an election. The letter of complaint must clearly substantiate alleged irregularities.

C. All submitted allegations of irregularities will be investigated and reviewed by the Campus Elections Commission. The complainant will have an opportunity to meet with the Campus Elections Commission to articulate allegations. The Campus Elections Commission chair will respond, in writing, to the complainant prior to submitting the election recommendation to the Chancellor. If the Campus Elections Commission believes there were irregularities that affected the outcome of the election, recommendations regarding their resolution will be submitted to the Chancellor for his/her approval.

D. Allegations of misconduct on the part of the Campus Elections Commission should be submitted directly to the Chancellor who will investigate the complaints. If the Chancellor believes that misconduct did affect the outcome of the election then s/he will determine the resolution of the complaint and the fate of the election.

XIII. If there is a preliminary indication that a student (or students) may be guilty of some form of election fraud, the case will be referred to the Student-Faculty Committee on Student Conduct for further investigation and appropriate disposition.

XIV. Post-Election Matters

- A. All ballots, computer lists, computer-assisted election data files, and other pertinent election material shall be stored in a secure location for 21 days following the last day of the election or until the Chancellor has accepted the election results. For mandatory fee elections, the election materials will be kept until the Regents approve the fee.
- B. Financial Report Form. Ballot measure sponsors and measure proponents/opponents must file a final financial report using the standard form provided by the Campus Elections Commission within five working days of the last day of the election. The report will contain a full, detailed accounting of amounts spent, by fund source, and a detailed accounting of staff time, by employee name and position. Time spent directly on campaigning must be included. (Do not include time spent in developing or planning the ballot measure or the campaign if it is a normal part of the staff person's job.) Time spent on campaigning should not diminish or interfere with an employee's normal job duties and responsibilities.
- C. The Campus Elections Commission will submit its final report to the Chancellor within ten working days of the last day of the election. This report will include all Campus Elections Commission decisions regarding campaign and posting violations, as well as rulings on allegations of irregularities, etc. Anyone wishing to appeal a decision of the Campus Elections Commission should do so in writing to the Chancellor within fifteen working days of the last day of the election. The Chancellor's decision in all election matters will be final.
- D. Each department with a successful fee measure will be required to submit a yearly accounting of how the fee funds have been spent, the involvement of the governance board (where applicable), and whether the parameters of the measures are being met. This report will be sent to the Office of the Vice Chancellor of Student Affairs (and the Vice Chancellor Administrative Services, when appropriate), and copied to the Chair of the CEC by September first.