Utilizing the Elections Features of UBLinked for all Student Clubs & Organizations

Find out more:
- If you’d like a demo of the election tool or to learn more about its capabilities, talk with the UBLinked team (ublinked@buffalo.edu) prior to your election

Student Group:
- Compile list of nominees for positions
- Complete 3-4 weeks before start of election process

Contact Governing Board:
- Contact governing board to ensure elections compliance
- Complete 3-4 weeks before start of election process

Student Life:
- Send list of candidate nominees, club members, and UB email addresses to Mike Lewis in Student Life. Student Life will...
- Confirm eligibility of all student members
- Contact club/organization to discuss any eligibility concerns
- Send confirmed elections information to UBLinked Team
- Complete at least 10 business days prior to election

UBLinked Team:
- Kim Yousey-Elsener at UBLinked will be the sole designated elections administrator and will be the only person in addition to Mike Lewis to have access to the elections tool
- UBLinked will inform club/organization contact person when election tool is built
- Access levels will be double-checked to ensure confidentiality of results*
- Complete at least 5 business days prior to the start of the election process

Election:
- Have your election results easily tracked and monitored using UBLinked!

*This may require Primary Contacts within organizations to lose access during the election period
Utilizing the Elections Features of UBLinked for all Non-Student Group Organizations/UB Departmental Groups

- Complete list of nominees for each position
- Send list of nominees to ublinked@buffalo.edu
- This process should be completed at least 10 business days prior to election

UBLinked

- UBLinked will confirm eligibility and clarify any points of concern or contention
- UBLinked professional staff will build election form
- UBLinked staff will check access levels to ensure confidentiality of election results*

Elections

- Have your election results easily tracked and monitored using UBLinked!

Updated May 7, 2014
*This may require Primary Contacts within organizations to lose access during the election period