THE UNIVERSITY OF ALABAMA

Spring 2016
SGA Candidate Orientation
Information & References

- Vote.ua.edu
  - Important Dates to Remember/Deadlines
  - Financial Disclosure Forms
  - Elections Manual
  - Candidate updates
- Please check email at least twice per day
- Questions: email: sgaelections@sa.ua.edu
Important Dates

- Official campaign period
  - Start: Thursday, February 18th at 8:00am
  - End: Tuesday, March 1st at 7:00pm
- Senate Town Hall
- VP & Exec Secretary Candidate Forum
- Presidential Forum
  - Monday, February 29th – Bryant Conf Center
Financial Disclosure

- Forms on-line at vote.ua.edu
- Spending limits:
  - $1,000 Pres., $800 for exec offices & $300 for senate
  - Submit form with complete receipts indicating contributions & expenses
  - Must be submitted even if expenses = $0
Financial Disclosure

• 1st Form: Due Monday, Feb. 22 @ 5:00pm
  – All expenses incurred from the start of campaigning through Monday, Feb 22nd

• 2nd Form: Due Tues., March 1 @ 5:00pm
  • All expenses incurred from Feb. 22 through Monday, March 1st

• Scan or take picture of receipts & attach
  – Send via email to: sgaelections@sa.ua.edu
Campaign Materials

- Material posting must follow University Space & Grounds Use guidelines
  - Flyers can’t be taped to the ground, poles or walls
- No UA emblems, logos, or copy written materials can be used on publicity/ads
- A copy of all materials must be emailed to sgaelections@sa.ua.edu before distribution
  - Flyers/campaign materials are not approved in advance
  - Kept on file for reference
Campaigning

• Campaigning or distributing materials in on-campus buildings is not allowed
  – Academic bldgs.: public bulletin boards are allowed
• No chalking
• No adhesive stickers
• Crimson Ride buses = no campaigning
• SGA Office & SGA functions = no campaigning
• UA Drone/Unmanned Aircraft Policy
Campaigning

• Unsolicited bulk emails are not allowed
  – Must “opt-in” or ask to receive messages
  – No Blackboard or E-learning lists

• Election Day
  – No organized polling locations allowed
  – 25 ft. away from buildings
Campaigning – Social Media

- Candidates may utilize the following for campaigning:
  - Facebook ®
  - Instagram ®
  - Periscope ®
  - Snapchat ®
  - Twitter ®
  - YouTube ®

- Features must be a free service open to all candidates

- Stand alone websites are not allowed
Campaigning – UA Housing

- Fliers must be approved through the main Housing office
  - Email flyer to Janine Gascoigne
    jimgascoigne@sa.ua.edu for approval
- Candidates are not allowed to post their own material in the residence halls
  - All fliers must be posted by HRC staff
  - If approved, flyers delivered at least 2 days before posting to the main Housing Office at Presidential.
- Door-to-door distribution or solicitation is prohibited.
On-line Elections

• March 1\textsuperscript{st} from 7:00 am – 7:00 pm
• On-line through myBama.ua.edu
  – Look for Vote Here button on Main Page
• Vote receipt will be sent via email to Crimson email address
• Write-ins are allowed
• Mobile voting stations, laptops or polling locations on or off campus are not allowed.
On-line Elections – Ballot Specifics

- Ballot listing = first name & last name
- Ballot positions are randomized by the online voting system
- Sample ballot listing will be posted on vote.ua.edu by February 23, 2016
- All candidates should review the ballot name & advise the Elections Board of any errors in the listing
On-line Elections – Write-in Votes

- Write-in votes are permitted in SGA Elections
- Students must type in First Name & Last Name of the preferred candidate
- Any write-in votes cast for a candidate whose name is listed on the ballot will not count towards the candidate vote total.
Filing an Elections Violation

• New Qualtrics form at http://vote.ua.edu

• Filing a violation
  – Prefer within 2 business days of alleged violation
  – Statute of limitations = 2 months after Election Day

• Required information:
  – Who was involved
  – What happened
  – Where it occurred
  – Other known, relevant information or witnesses
New Items for Spring 2016

• Banners
  – Prohibited on campus for campaigning
  – Off campus: max size 4 ft. wide x 8 ft. long
    • Include on financial disclosure forms as “in-kind” donation
    • Must follow City of Tuscaloosa ordinances for dwellings and political signage

• Yard Signs
  – Allowed in specific areas by Elections Board via Elections Board Grounds Use Permits
* All signage should be placed using the approved UA standard sign frame located at University Printing, Barnwell Hall.
* Signs should be a standard size of 18x24 inches or smaller.
* All requests for signage should be accompanied with a map denoting requested area for placement and a sample of the content to be posted.
* The total number of signs per event should not exceed 20.
* All signage should be dated with date of the event.
* Signage is permitted to be placed 72 hours prior to an event and should be removed within 24 hours of the event to avoid being charged for removal and clean up. If the signage is not advertising an event then the signage must be removed four days after initial installation.
* Signs are not permitted in flower or mulch beds, and they must not impede vehicular or pedestrian traffic.
* Signs are not permitted in front of Rose Administration, the President’s Mansion or Denny Chimes.
* Signs of Political Nature or advertising a commercial product are not permitted on campus.

Questions regarding this policy should be directed to the Office of the Assistant Vice President of Facilities and Grounds, contact: Donna McCray, 348-6777.
Spring SGA Elections

• Common goal is to create an electoral environment characterized by:
  – Respect
  – Civility
  – Statesmanship
  – Honesty
  – Excellence
  – Fairness

• Reflect goals of Capstone Creed
Campaigning
Thought for the Day...

• If in doubt, email the Elections Board first before proceeding with a unique campaign or promotional idea

• Questions: sgaelections@sa.ua.edu