
THE UNIVERSITY OF ALABAMA
STUDENT GOVERNMENT ELECTION
MANUAL



Approved: January 2011

2011 ELECTION TIMELINE

<u>Date</u>	<u>ACTIVITY</u>
Wednesday, February 2	Candidate Packets available on-line at http://sga.ua.edu and www.vote.ua.edu .
Monday, February 7	(6:00 – 7:00 PM) SGA Candidate Interest Meeting Ferguson Center, Anderson Dining/Sitting Room—Room 302 Interested students will have an opportunity to learn more about SGA and how to get involved in the election process. Pre-election procedures and new campaign guidelines will be explained. Attendance is not mandatory to be considered for candidacy.
Tuesday, February 8	(5:00 PM) Official Statement of Candidacy and Statement of Intent due via e-mail to sgaelections@sa.ua.edu for candidates wishing to participate in the Speaking Engagement Period.
Wednesday, February 9	(5:00 PM) Candidates may begin speaking engagements. Candidates may speak only to groups of students or registered student organizations regarding their candidacy. (5:00 PM) Campaign websites/blogs may be launched at this time for candidates who have submitted their Statement of Candidacy.
Monday, February 14	(5:00 PM) Weekly campaign contribution & expenditure form due via email to sgaelections@sa.ua.edu
Friday, February 18	Requests to sponsor Candidate Forums due via e-mail to sgaelections@sa.ua.edu by 5:00 PM
Friday, February 18	All Statements of Candidacy/Intent due via e-mail to sgaelections@sa.ua.edu by 5:00 pm.
Friday, February 18 – Monday, February 21	Candidate applications certified by the Elections Board.
Monday, February 21	(5:00 PM) Weekly campaign contribution & expenditure form due via email to sgaelections@sa.ua.edu

Wednesday, February 23	(6:30-8:00 PM) Mandatory Candidate Orientation #1 Ferguson Center Ballroom All Executive & Senate Candidates and their Campaign Managers must attend one of the Orientation Sessions.
Thursday, February 24	(6:30-8:00 PM) Mandatory Candidate Orientation #2 Location: Ferguson Center Anderson Dining/Sitting Room (Room 302)
Sunday, February 27, 2011	(5:00 PM) Official Campaign period begins —candidates may distribute campaign material.
Mon., Feb. 28 & Tuesday, March 1	(Times TBA) Candidacy Announcements on the Ferguson Plaza
Monday, February 28	(5:00 PM) Weekly campaign contribution & expenditure form due via email to sgaelections@sa.ua.edu
Sunday, February 27 – Monday, March 7	Candidate Forums sponsored by Student Organizations
Monday, March 7	(5:00 PM) Weekly campaign contribution & expenditure form due via email to sgaelections@sa.ua.edu
Tuesday, March 8	SGA ELECTIONS —Vote on-line at mybama.ua.edu Polls open: 7:00 am – 7:00 pm
Posting of Election Results	SGA Election Results released after having been certified by the Elections Board. Once certified, an e-mail will be sent to all candidates in addition to results being posted on vote.ua.edu and in the SGA office.
Thursday, March 10	Run-off (if necessary) via voting on mybama.ua.edu
TBA	First Senate Meeting for new Senators
TBA	Swearing in of newly elected SGA Officers
April 23, 2011	(9:30 AM – 2:30 PM) Mandatory SGA Executive Officer Retreat

PREAMBLE

The primary purpose of the Student Government Election Manual of The University of Alabama is to provide guidelines to ensure honest, fair, open elections for all who are involved. In upholding its responsibility to the Student Body, the Election Board will endeavor to hold candidates to the highest level of accountability for their actions or actions on their behalf.

GENERAL INFORMATION

I. Date/Times

- A. The Student Government Association Election will be conducted from February 8, 2011 to March 8, 2011. Official voting will take place on Tuesday, March 8, 2011 from 7:00 am to 7:00 pm.
- B. The Student Government Association Elections will be conducted using an online ballot. As such, no absentee ballots will be utilized.

II. Mandatory and Interest Meetings

- A. An interest meeting will be held on Monday, February 7, 2011 to explain 2011 election procedures for all potential candidates.
- B. A mandatory meeting will be conducted from 6:30-8:00 PM on Wednesday, February 23 and from 6:30-8:00 PM on Thursday, February 24.
- C. Individuals not able to attend one of the mandatory meetings must submit notification of a valid excuse by 5:00 PM on Tuesday, February 22 to sgaelections@sa.ua.edu and will then be contacted on an individual basis.

III. Definitions

- A. Campaigning – Campaigning for the purposes of the Student Government Association Elections is defined as, but not limited to, any statement, speaking engagement, display, or distribution of any campaign material and/or activity that is intended to promote an individual candidate (this excludes launching campaign websites.)
- B. Campaign Material – Campaign materials for the purposes of the SGA Elections shall be defined as any paraphernalia bearing the name of a candidate, including but not limited to flyers, literature, pamphlets, buttons, clothing, table tents advertisements, and electronic communication as defined in the 2011 Election Manual. Students may begin distributing campaign materials at 5:00 PM on Sunday, February 27, 2011. Campaign websites or blogs are excluded from campaign material. Campaign websites/blogs can be launched at 5:00PM on Tuesday, February 8, 2011.
- C. Campaign Stop – A campaign stop shall be defined as any public activity on the part of candidates that demonstrates involvement in the election process, disseminates the views and platforms of a particular candidate, and/or actively solicits votes or support from members of the student body. The date, time, and location of a campaign stop that involves amplified sound, structures/tables or food must have prior approval from the Office of the Dean of Students and must conform to guidelines for campus demonstrations as listed in the Campus Grounds Use policy. A campaign stop may feature the use of campaign material

so long as it conforms to guidelines pertaining to the content and location of said materials as outlined elsewhere in the Election Rules and Procedures.

- D. Financial Disclosure Reports – Four separate reports to be submitted on specified dates to the Elections Board in which a candidate provides accurate and correct information verifying all donations received by the specified date, as well as any expenditure of funds by the candidate. This documentation is to be submitted in addition to all other documentation required by the Elections Board.
- E. Electronic Communication – The University of Alabama (“University”) computer network, equipment, and resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of these computer resources is governed by federal and state law and University policies.
 - a. The use of computer accounts is subject to the following terms and conditions:
 - i. The use must not involve sending of soliciting chain letters, nor may it involve sending **unsolicited bulk mail messages** (e.g., “junk mail,” or “spam”).
 - b. The only listservs permitted are those that are not managed by UA, such as but are not limited to Facebook, Yahoo Groups, and Twitter. Candidates are encouraged to use these mailing venues sparingly and cautiously.
- F. Eligible Voters – For purposes of the SGA President, SGA Vice Presidents, SGA Executive Secretary and Senate elections, any graduate or undergraduate student, currently enrolled at The University of Alabama is eligible to vote.
- G. Speaking Engagements – The only form of campaigning that shall be allowed before the posting of the ballot will be speaking engagements. A speaking engagement is to be defined as an occurrence in which one (1) or more candidates or representatives speaks on behalf of the candidate about campaign issues with a group of students. Candidates are permitted to begin speaking engagements at 5:00 PM on Wednesday, February 9, 2011. Speaking engagements are prohibited to students gathered for the purpose of an academic class session.

ARTICLE I
ELECTION TIMETABLE

Section 1. Selection of Election-Related Dates and Deadlines

- A. The Elections Board shall be in charge of setting all dates of the election-related events listed in this section subject to any further provisions of the Election Manual. All deadlines and dates that are relative to filing, campaigning, and election days for the fall and Spring Student Government Elections shall be declared by the Convener of the Elections Board.

- B. Once the dates have been set, the Chair of the Elections Board will immediately deliver this information to Student Media, the SGA President, the Student Senate, and the Student Judicial Board.

Section 2. Announcement of Elections

- A. The Elections Board shall:
 - a. Issue a Press Release at least seven (7) class days prior to the opening of the filing period for Fall & Spring Elections; and
 - b. Issue appropriate widespread campus wide announcements, including but not limited to broadcast emails, advertisements in the *Crimson White* and notices in UA Student News
 - i. The announcement shall list the following:
 - 1. Positions to be filled in the election
 - 2. Dates for the opening & closing of the filing period
 - 3. Time & place that a person may file for office
 - 4. Dates of the Election and any run-off; and
 - 5. Name & contact information for the Chair of the Elections Board

Section 3. Filing Statement of Candidacy/Statement of Intent

- A. A person shall file as a candidate by:
 - a. Filing his/her intention for candidacy by completing registration with the Elections Board during the filing period; and
 - b. Verifying his/her eligibility by the Election Board

- B. Once a student has filed for a certain office, he/she may not change to any other office. The student may either run for the position for which he/she originally filed for, or may withdraw from the race completely.

Section 4. Qualifying

- A. Candidate Eligibility
 - a. A qualified student is any full-time student that is in good academic and disciplinary standing (defined as no academic or disciplinary probation in force) and meets the University-mandated requirements for officers of registered student organizations.
 - i. Full time student is defined as the following:
 - 1. Undergraduate students: 12 semester hours
 - 2. Law students: 12 semester hours
 - 3. Graduate students: 9 semester hours

- b. All candidates shall only be permitted to run for one elected position in the Student Government Association per election period.
- B. Candidate Eligibility – SGA Senate
- a. Undergraduate students: overall cumulative GPA of not less than 2.30 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
 - b. Law students: overall cumulative GPA of not less than 2.50 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
 - c. Graduate students: overall cumulative GPA of not less than 3.00 on a 4.00 scale. Candidates must have earned at least nine (9) credit hours from UA.
 - d. Any graduate or law school candidate whose undergraduate degree was earned from UA is exempted from the credit hour requirement as long as his/her undergraduate GPA at UA was at least a 2.30 on a 4.00 scale and has the appropriate graduate or law school GPA.
- C. Candidate Eligibility – SGA Executive
- a. Undergraduate students: overall cumulative GPA of not less than 2.30 on a 4.00 scale. Candidates must have earned thirty-six (36) credit hours with at least twelve (12) credit hours at UA.
 - b. Law students: overall cumulative GPA of not less than 2.50 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
 - c. Graduate students: overall cumulative GPA of not less than 3.00 on a 4.00 scale. Candidates must have earned at least nine (9) credit hours from UA.
 - d. Any graduate or law school candidate for executive office whose undergraduate degree was earned from UA is exempted from the credit hour requirement as long as his/her undergraduate GPA at UA was at least a 2.30 on a 4.00 scale and has the appropriate graduate or law school GPA.
- D. Candidate Eligibility – SGA Executive Vice President
- a. Candidates for Executive Vice-President must meet the qualifications for Executive Office as stated in Section 4-C in addition to the following:
 - i. Candidates must be rising seniors with undergraduate graduation scheduled during the academic year of the conclusion of their term of office.
 - ii. An elected Executive Vice-President that fails to graduate at the end of their term of office will be ineligible from running or serving in another executive office.
- E. After the closing of the filing period, the Convener of the Elections Board shall submit the appropriate information for each potential candidate for verification.
- F. Once the information is received by the Convener of the Elections Board, he/she shall report to the Elections Board with a listing of filed candidates, and whether or not each is qualified.
- G. After any amendments and final approval by the Elections Board, the official list of qualified candidates will be posted outside of the Student Government Association Office and on the <http://vote.ua.edu> site and in the student newspaper. Appeals to the qualifying of candidates may be filed during this time.

- H. Appeals pertaining to academics and discipline should be addressed to the Office of the Dean of Students. All other appeals should be made to the Convener and the Elections Board.

Section 5. Meetings

- A. Non-mandatory
 - a. Election Informational Meeting – The Elections Board shall hold an Election Informational Meeting on any day between the end of qualifying and the beginning of campaigning. The purpose of this meeting will be to provide the candidates with the Election Manual, along with a simple explanation of basic campaigning guidelines, and a general election timeline, in hopes of fully educating all candidates on basic election practices. This meeting is optional for all candidates.
- B. Mandatory
 - a. All candidates, including those running for re-election, must attend a meeting appropriate to the office they are pursuing. These meetings are for the explicit purpose of informing the candidates of their potential duties, responsibilities, and expectations. All meetings will be held anytime between the beginning of campaigning and five (5) class days before the general election.
 - b. Each of these meetings is to be attended by a member of the Elections Board to ensure that the candidate stays for the meeting's entirety. Upon arrival, candidates must sign in with a member of the Election Board and also present a valid form of picture identification.
 - c. In the event that candidates are unable to attend one of the mandatory scheduled instructional courses or meetings, the candidate must notify the Chair or Convener of the Elections Board before their mandatory scheduled meeting. If an extenuating circumstance occurs on the night of a meeting which causes a candidate to be unable to attend, the candidate must provide a written excuse to the Convener before the meeting. In any case where the candidate becomes excused, the appropriate meeting chair shall work with the Convener to determine alternate arrangements for the candidate. Multiple meetings can be held if deemed necessary.
 - d. There should be ample time during a meeting to answer any questions candidates may have about their potential positions.
 - e. If a candidate does not attend their appropriate meeting, they will be disqualified and therefore no longer considered a candidate.

Section 6. General Elections

- A. Fall Election – The Homecoming & Fall Election shall be held the Tuesday before Homecoming with a Run-Off election, if necessary, occurring on Thursday of that same week.
- B. Spring Election – The General Election for the SGA Executive offices and SGA Senate shall be held during the month of March at the discretion of the Elections Board

Section 7. General Election Results

Regardless of filed complaints or appeals, the unofficial results of an election will be announced by the Convener of the Elections Board in an appropriate campus location no later than 4:30 PM on the day after the election.

Section 8. Certification of the Election

The candidate receiving the highest number of all votes tabulated for each student government position will be declared the winner of that election. If no complaints or appeals are registered by 4:30 PM within two (2) class days of the announcement of the election results, all election results shall be deemed final.

Section 9. Run-off Election

Except as otherwise provided in this Election Code, if no candidate in the General Election receives a majority of the votes cast, the two (2) candidates receiving the highest number of votes in said election shall be in a Run-off Election. The Run-off Election shall be held within three (3) to six (6) class days after the General Election.

Section 10. Run-off Election Results

The unofficial results of the Run-off Election shall be announced in the same manner as the results of the General Election.

Section 11. Validation of Run-off Election Results

If no complaints or appeals are registered by 4:30 PM within two (2) class days of the announcement of the Run-off Election results, all election results shall be deemed final.

ARTICLE II
VOTING

Section 1. Ballots

- A. All Student Government Association Elections shall be conducted using an electronic ballot via the Internet under the procedure outlined in by Article VI of the SGA Constitution and the policy of the Elections Board.
- B. Candidates shall appear on the Fall & Spring Election ballot in a randomized order.
 - a. The candidate first name & last name shall appear on the ballot.
 - b. No ticket/faction affiliation or group name shall be listed anywhere on the ballot.
- C. Write-in votes shall be permitted in any Student Government Association Election; hence, a designated area on the electronic ballot must allow voters to be able to insert the name of their preferred candidate.

Section 2. Voting Identification

Each member of the Student Body as defined by the Student Government Constitution shall be entitled to vote in each race for which the Student Body Constitution, Bylaws, or other applicable rules entitles him/her to vote.

Section 3. Voting Requirements

An eligible voter must agree to the UA computer use policy in order to access the voting application upon login to myBama.

Section 4. Voting Apparatus

Students may vote from any voting apparatus, including but not limited to laptops, personal digital assistants or smart phones, with access to the internet using myBama.

Section 5. Voting Times

The voting system on election days, including referendum-only elections, shall be accessible from 7:00 AM to 7:00 PM.

Section 6. Online Voting System

Format and structure used by the Office of Information Technology (OIT) for online voting must be reviewed and approved by the Elections Board.

If an unforeseen abnormality occurs with the electronic ballot or voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.

If deemed feasible with the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.

Section 7. Polling Stations and Locations

- A. A polling location, except public computer labs, shall be defined as a voting apparatus used by an individual other than the owner.
- B. Candidates or organizations may not set up mobile voting stations, laptops or polling locations around campus or solicit votes in on-campus buildings via mobile devices.
- C. No organized polling locations shall be allowed except those that may be administered by the Elections Board.

Section 8. Votes to Win General Election

In order to win the General Election, a candidate must receive a plurality of the votes cast.

Section 9. Ties

Ties shall be handled as follows:

- A. If there are only two (2) candidates in a contest and the election results in a tie, then the election shall be rerun in the Run-off Election.
- B. If there are more than two (2) candidates in a contest and there is a tie for second place and if a run-off is otherwise needed, then the first place candidate and the candidates tied for second shall all run in the run-off. The candidate who receives the most votes in the run-off shall be the winner, regardless of whether he/she receives a majority of the votes cast.
- C. For Senate seats, in the event that the last position eligible for the runoff is tied, then both candidates tied shall be in the run-off.
- D. If a Run-off Election results in a tie, then the tied candidate who receive the most votes in the General Election shall be the winner.

Section 10. Voter Fraud

- A. Voter fraud shall be considered casting a ballot on behalf of any individual other than yourself.
- B. Candidates found guilty of voter fraud by the Elections Board will be subject to:
 - a. Disqualification and/or
 - b. A report filed with the Office of the Dean of Students of such action for review of potential violations of the Student Code of Conduct.
- C. Non-candidate students or groups found guilty of voter fraud by the Elections Board will be reported to the Office of the Dean of Students for review of potential violations of the Student Code of Conduct.

- D. Elections containing fraud may be examined by the Board, and subject to appeal, and said action must be submitted in writing or by e-mail to sgaelections@sa.ua.edu and to all candidates involved within eight (8) hours of said action.
- E. Appeals to an Election Board decision regarding voter fraud will be made directly to the Student Judicial Board.

ARTICLE III
CAMPAIGNING PRACTICES

Section 1. Definition of Campaigning

- A. Campaigning for the purposes of the Student Government Association elections is defined as, but not limited to, any statement, speaking engagement, display, or distribution of any campaign material and/or activity that is intended to promote an individual candidate (this excludes launching campaign websites/blogs.)
- B. The candidate is responsible for communicating campaign guidelines to their campaign team. Should any person campaigning for a particular candidate be found in any violation of any guideline, the candidate will be held responsible.
- C. Campaigning does not include reporting by media outlets of any referendum, petition, or constitutional amendment.

Section 2. On-Campus Campaigning Rules and Regulations

- A. E-mail and Electronic Communication
 - a. The University of Alabama (“University”) computer network, equipment, and resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of these computer resources is governed by federal and state law and University policies.
 - b. The use of computer accounts is subject to the following terms and conditions:
 - i. The use must not involve sending of soliciting chain letters, nor may it involve sending **unsolicited bulk mail messages** (e.g., “junk mail,” or “spam”).
 - c. Candidates may utilize social media outlets that are not managed by UA, such as but are not limited to Facebook, Yahoo Groups, and Twitter. Candidates are encouraged to use these venues sparingly and cautiously.
 - d. UA listserv(s) created for academic classes are strictly prohibited at all times. This includes Blackboard and the E-Learning system.
 - e. The leader of any student organization, whose organization is not affiliated with the SGA and is registered with the University, may be contacted by any candidate via their e-mail provided on the UA Student Involvement & Leadership/Student Organization website for the sole purpose of requesting to speak at that organization's meeting to seek its endorsement.

- B. Prohibition on Interference with Education
 - a. Campaigning must not interfere with the educational life of the University. This includes but is not limited to the posting of campaign signs and/or posters in classrooms, and writing on chalkboards/whiteboards or similar devices.
 - b. No campaigning shall be allowed inside any University building or within twenty-five (25) feet of any entrance to a University building.
 - i. Specifically exempt are candidate organizational meetings and meetings of registered student organizations
- C. The Student Government Association Office and all SGA functions not expressly intended as election campaigning activities shall be considered neutral ground and campaigning is strictly forbidden (SGA Code of Laws 910.4).
- D. Campaigning Guidelines
 - a. Campaign Material
 - i. Campaign materials for the purposes of the Student Government Association elections shall be defined as any paraphernalia bearing the name of a candidate, including but not limited to flyers, literature, pamphlets, buttons, clothing, table tents advertisements, and electronic communication as defined in the 2011 Election Packet.
 - ii. Political signs that can be staked into the ground or any type of self-adhesive material (stickers, etc.) are strictly prohibited as campaign material.
 - iii. No campaign materials are to be taped to the campus grounds, including but not limited to doors, light posts, the ground, etc.
 - iv. No chalking is allowed.
 - v. Students may begin distributing campaign materials at 5:00 PM on Sunday, February 27, 2011.
 - vi. Campaign materials for posting may not exceed 8.5 x 11 inches in size.
 - vii. Campaign websites/blogs are excluded from campaign material. Campaign websites/blogs can be launched at 5:00 PM on Tuesday, February 8, 2011 for students who have submitted their Statement of Candidacy.
 - viii. Other activities may be deemed legal or illegal by the Elections Board. These activities will be presented in writing at the candidates' meeting prior to official campaigning.
 - b. Speaking Engagements
 - i. The only form of campaigning that shall be allowed before the posting of the ballot will be speaking engagements. A speaking engagement is to be defined as an occurrence in which one (1) or more candidates or representatives

speaks on behalf of the candidate about campaign issues with a group of students.

- ii. Candidates are permitted to begin speaking engagements at 5:00 PM on Wednesday, February 9, 2011.
- iii. Speaking engagements are prohibited to students gathered for the purpose of an academic class session.

E. Residence Hall Guidelines

- a. The involvement of residence halls in the Student Government Association elections shall proceed with the goal of providing opportunities for residents to involve themselves in political campaign activities while preserving the rights to privacy of those who choose not to participate.
- b. Contacts for speaking engagements must be made through the Community Director. Guest speakers may enter the living areas of a residence hall only at the invitation of all residents of that particular living unit and only for speaking purposes.
- c. **Door-to-door solicitation for business, political, or other purposes is strictly prohibited in residence halls.**
- d. Candidates living in residence halls must observe the privacy of their roommates and suite mates by following the prescribed noise, visitation, and escort policies. Candidates may not monopolize phone or room use at the expense of other residents of that room, suite or apartment.
- e. All campaign material and/or other literature distribution must comply with residence hall rules. Candidates may post on designated public bulletin boards.
- f. Community Directors reserve the right to stop inappropriate campaigning in their respective halls. This includes, but will not be limited to, the removal of improperly placed campaign material.

F. Off Campus Campaigning

- a. Any candidates' materials posted in the City of Tuscaloosa must fully comply with the political sign regulations set forth by the City of Tuscaloosa. For more information <http://www.ci.tuscaloosa.al.us/index.aspx?NID=786>
- b. Candidates are cautioned of campaigning off campus due to potential violations of city and county laws. Violation of solicitation policies of apartment complexes, condominiums, businesses, etc. could result in prosecution.

Section 3. Campaigning Ethics

- A. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with Student Government Association documents and the Student Code of Conduct.

- B. A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
- C. No person shall offer anything tangible of value or make any threat to any voter to affect the student's vote. The term "anything tangible of value" does not encompass distribution of campaign materials of negligible value such as buttons or small promotional items.

Section 4. Endorsements

- A. Any student organization that is registered with the University may publicly endorse any candidate for office providing that it is not on any type of probationary or provisional status with the University and that it has the prior approval of the candidate to be endorsed.
- B. Members of the faculty are discouraged from engaging in campaigning on behalf of students or making statements in support of selected candidates in the classroom.

Section 5. Campaigning on Election Day

On Election Day, there shall be no active campaigning whatsoever inside of any on campus building or computer lab.

Section 6. Litter

Intentional littering of campaign materials of any kind shall be prohibited.

ARTICLE IV
SPENDING LIMITS

Section 1. General Election Spending Limits for Executive Candidates

- A. SGA President: \$800
- B. Executive Vice President: \$800
- C. Executive Secretary: \$800
- D. Vice President, Academic Affairs: \$800
- E. Vice President, External Affairs: \$800
- F. Vice President, Financial Affairs: \$800
- G. Vice President, Student Affairs: \$800

Section 2. General Election Spending Limits for Senate Candidates

All Senate Candidates: \$200

Section 3. Run-off Election Spending Limits

The expenditure limits for a Run-off Election would be:

- A. Executive Office: \$75
- B. Senate: \$25

Section 4. Total Expenditures

- A. A candidate's total expenditures shall include all goods and services purchased by or donated (including monetary or in-kind contributions) to a candidate or any supporter for use in the election or use in any way furthering that candidate's campaign.
- B. An in-kind contribution shall be regarded as anything contributed to a candidate other than money, excluding campaign volunteers. In-kind contributions for the use of campaign fundraising or printing of campaign paraphernalia must be reported and will count toward the maximum expenditure a candidate may spend. Receipts for these contributions must be submitted with expenditure reports.
- C. The fair market value of a donated item or in-kind contribution shall be the value recorded on the final expenditure report. All goods and services shall be valued at the fair market value of that good or service. Barring a reasonable doubt, the Board will recognize the retail value paid for a good or service at its fair market value. The Board reserves the right to revalue a good or service in response to a complaint that the good or service is not reported at its fair market value.

Section 5. General Election Contribution and Expenditure Reports

- A. All candidates and campaigns are required to submit contribution and expenditure reports and receipts on forms provided by the Elections Board at the time of filing. This report must include:
 - a. All spending incurred during the campaign; and
 - b. A standardized report reflecting the origin of all campaign contributions on forms as provided by the Election Board.
- C. These reports shall be public record after a 48-hour review period. Candidates must sign their reports and certify that they are accurate and complete.
- D. Deadlines for the contribution and expenditure reports are listed in the Election Timeline.

Section 6. Run-off Election Contribution and Expenditure Reports

Contribution and expenditure reports for the run-offs are to be received by noon (12:00 PM) the day after a Run-off Election. These reports shall be in the same fashion as the General Election Reports.

Section 7. Expenditures for Write-In Candidates

All write-in candidates who campaign, advertise or otherwise have expenses related to a campaign must comply with the same election regulations and file financial disclosure reports as previously registered candidates.

ARTICLE V
REFERENDA OR AMENDMENTS

Referenda or Amendments

- A. The full text of the amendment(s) shall be published by the Executive Secretary online at the website of the Student Government Association at least two weeks prior to the referendum. The full text of the amendment(s) shall also be published in the *Crimson White*.
- B. “Full text of an amendment” shall be defined as the number of the amendment, the number of the bill, the question, and the amendment as outlined in the relevant bill.
- C. The number of the amendment and the question shall be displayed on the ballot.
- D. Each amendment must be ratified by two-thirds of the students voting on the amendments.

ARTICLE VI
PENALTIES FOR VIOLATIONS

Section 1. Violations of Spending Limits

Any candidate failing to file any report of campaign expenditures or contributions required by this Election Code or exceeding the limit on campaign expenditures set in this Election Manual shall be disqualified.

Section 2. Failure to Attend a Mandatory Meeting

Any candidate failing to attend at least one (1) of the mandatory candidate meetings shall be disqualified, unless:

- A. The candidate has made special provisions to notify the Convener of the Elections Board before their scheduled mandatory meeting, and the Board has therefore excused them; or
- B. The Elections Board has approved his/her absence due to extraordinary circumstances.

Section 3. Assessable Penalties for Candidates

The following system shall serve as the basis for the clarification of election violations unless already determined above:

- A. Minor Violations – These shall be violations, which are clear violations against the Code, but tend to not violate the spirit of a fair campaign. It is recommended that these violations receive fines ranging from five (5) to twenty-five (25) dollars.
- B. Intermediate Violations – These shall be violations against the Code of which “flagrant or intentional” basis may not be determinable. These violations shall also be those that may violate the spirit of a fair campaign or the fairness of the SGA elections process. These may also be repeated minor violations. It is recommended that these violations receive fines ranging from twenty-five (25) to fifty (50) dollars.
- C. Major Violations -- These shall be violations in which “flagrant or intentional” basis is provable or violations that damage the integrity of the campaign process, election process, or the University and its population. These may be repeated intermediate violations. It is recommended that these violations receive maximum fines or candidate disqualification.
- D. Any violations not specifically noted within the aforementioned system or in the given Item of any Section shall be judged on the basis of the nature of the violation and dealt with accordingly by the Elections Board.
- E. All fines paid during the course of an election cycle shall be deposited back to the elections budget.

Section 4. Penalties for Others

- A. If a person who is not a candidate or if an organization is found responsible for violating this Code by the Elections Board, the person or organization shall be penalized by the Board in the manner deemed appropriate from the following:
 - a. Private censure reserved for only unusually minor cases;
 - b. Public censure, the general minimum sanction;
 - c. Suggestive, self-imposed sanction made by the group and agreed upon by the Elections Board; or
 - d. Pursue disciplinary action with the Office of the Dean of Students or Student Judicial Affairs.
- B. The Election Board and/or Student Judicial Board are encouraged to consider past precedent when distributing penalties.

Section 5. Report with the Office of the Dean of Students

The Board may direct the Chair of the Elections Board to file a report with the Office of the Dean of Students with the recommendation that the Office review the alleged offense of the candidates or others under the provisions of the Code of Student Conduct or other appropriate University rules (if the violation warrants it, according to the opinion of the Board.)

Section 1. Prohibition of Multiple Candidacy

No person may be a candidate for more than one (1) office established under, or elected under the authority of, the Student Government Constitution.

Section 2. Withdrawal from the Election

- A. If a candidate wishes to withdraw from an election, he/she must do so by meeting with the Convener or Chair of the Elections Board, in person, presenting a valid picture ID, and giving a written signed statement of his/her withdrawal.
- B. No person may withdraw from an election less than five (5) class days prior to an election.
- C. Should a withdrawn candidate's name be inadvertently placed on the ballot, he/she shall be considered to still have withdrawn and to be thus ineligible to win the election. The position will be awarded to the 2nd highest vote getter following the ineligible candidate.

Section 3. Breakdown/Appportionment of Student Senate Seats

The Senate shall consist of 50 senators. Senators shall be elected from each college as follows:

- A. One undergraduate Senate seat shall be apportioned to each degree-awarding college based on each full two percent of undergraduate enrollment in that college.
 - a. Each college containing an undergraduate or graduate population shall have at least two Senate seats.
 - b. Graduate students from each college containing a graduate enrollment shall together be represented by a number of graduate Senate seats apportioned based on each full two percent of Graduate enrollment in the University, excluding the Law School.
 - c. Students of the Law School shall be represented by a number of law Senate seats apportioned based on each full two percent of enrollment in the University, and shall have at least two seats.
- B. If the number of Senate seats distributed in accordance with Section 2, subsection A of this Section does not total 50, the remaining seats will be distributed by allocating one additional seat to those colleges coming closest to having an additional two percent until the total number of Senate seats allocated is 50.

Section 4. Vacant Seats in the Student Senate

Vacancies in the Senate shall be filled using the following procedure:

- A. A special election to fill a vacant Senate seat will be held in the college or school where the vacancy occurred; procedures for voting and identifying the successor senator will be those utilized in regular elections as specified in Article VI of the SGA Constitution.

- B. Special elections for Senate vacancies will be held every twenty full class days beginning from the first day of the fall semester until forty class days prior to spring SGA elections.
- C. At forty class days prior to the spring SGA elections, vacant Senate seats will remain unfilled and shall only be filled by candidates that qualify to run in the regular spring SGA election as specified in Article VI of the SGA Constitution.

ARTICLE VIII
GENERAL PROVISIONS

Section 1. Accountability of the Election Code

- A. Every person who files for an office elected under the authority of the SGA Constitution and Bylaws shall receive a copy of this Election Manual (either print or an electronic copy) at the time of filing.
- B. All candidates and their volunteers shall be responsible for knowing its contents. Any questions concerning this code shall be addressed directly to the Convener of the Elections Board or the Elections Board Chair.

Section 2. Election Code and the Election Board

- A. The Election Board shall have the power to interpret and apply this Election Code.
- B. The Election Board shall meet at the discretion of the Chair and/or Convener to discuss improvements in the elections process and to decide upon election dates for the appropriate semester.

Section 3. Amendments to the Election Code and Effective Dates

Amendments to this Election Code and their effective dates may be made as specified in the Student Government Constitution.

ARTICLE IX
GOVERNANCE OF ELECTIONS

Section 1. Responsibilities of the Elections Board

- A. The Elections Board shall have the following powers and responsibilities:
 - a. To serve as the administrative head of the election process
 - b. To remain impartial to any candidates participating in any election;
 - c. To execute the provisions of the Student Government Constitution relative to elections and all other provisions of this Code;
 - d. To have the authority to expend such funds as appropriated to the Election Board's use, with their consent;
 - e. To meet with the Office of Information Technology and establish guidelines for online voting procedure at least one (1) month prior to filing;
 - f. To submit a calendar with the days of the election time frame numbered two (2) weeks prior to the first day of filing; and,
 - g. To administer and set provisions for special elections where provided for in the Election Code and other Student Government documents; and,
 - h. To ensure that the Board presents a defense if any of their decisions are appealed or if a complaint is filed against the Board.

Section 2. Election Board Appointments

- A. The Elections Board is comprised of:
 - a. Undergraduate student appointed by the SGA President
 - b. Undergraduate student appointed by the Academic Honor Council
 - c. Faculty member appointed by the Vice President of Student Affairs
 - d. Undergraduate students appointed by the Vice President of Student Affairs
 - e. Graduate or Law students appointed by the Vice President of Student Affairs
 - f. Ex-officio Staff member appointed by the Chair of the Student & Campus Life Committee
- B. The Chair of the Elections Board shall be a student and shall be elected by the members of the Board by a majority of votes.
- C. Members shall serve a term of one (1) academic year and will be appointed by the third week of the fall semester.
- D. If a vacancy occurs on the Election Board, the seat may be appointed by the Vice President of Student Affairs.
- E. The Convener(s) of the Elections Board shall be a staff member appointed by the Vice President of Student Affairs.
- F. Members of the Elections Board shall not be a currently elected official within the Student Government Association or a member of the Student Judicial Board.
- G. Members of the Election Board that wish to seek any elected position (e.g. Homecoming Queen, SGA Exec or SGA Senate) must resign immediately.
- H. Members of the Election Board shall remain politically neutral and shall be removed if they express any form of support for a particular candidate at any time.

Section 3. Election Board and Quorum

- A. A quorum of the Elections Board shall consist of the presence of a majority of the members and the Convener of the Board.
- B. The Elections Board may not conduct business without the presence of quorum. If in the case of vacancy on the Elections Board, quorum shall consist of a majority of the total remaining seats.