

# Executive Election Rules and Procedures

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<b>General Rules</b>	<b>2</b>
Approval of Candidacy	2
Financial Limitations	2
Campaign Material	2
Campaigning	2
Campaign Limitations	3
Election Violations	3
Violation Appeal Submission	4
Violation Appeal Hearings	4
Campaign Rights	5
Interpretation of Election Rules and Procedures	5
<b>Appendix I</b>	<b>6</b>
Campaign Expenditure Reporting Exemptions	6

# General Rules

## I. Approval of Candidacy

- A. Candidates are required to submit their ticket running mates and officiate their campaigns by completing a Campaign Petition form before 11:00 a.m., Friday, March 31st , 2023.
- B. Candidates will be required to receive signatures from 300 constituents before the Campaign Petition deadline.
- C. Upon completing a Campaign Petition form, all candidates specified in the Campaign Petition shall belong to a single Campaign Team (hereafter, Campaign) and shall be treated as a single entity by the Elections Committee.

## II. Financial Limitations

- A. Each candidate brings to their Campaign's ticket a budget of \$250.00, including any donations of money or materials.
- B. All Campaigns must submit receipts for any Campaign expenses by 5:00 p.m. of the day of the purchase, or by 5:00 p.m. on the next day if the expense was incurred after the aforementioned deadline.
- C. The value of supply donations will be assessed by the Elections Chair.
- D. Materials specified in Appendix I are exempt from the aforementioned Campaign financial limitations.

## III. Campaign Material

- A. All Campaign materials, including digital assets, must be submitted for approval by the Elections Chair by completing the [Campaign Material Approval form](#).
- B. It is not the responsibility of the Elections Chair to disclose Campaigns' materials to one another, as all approved Campaign materials will be displayed at a specified location.

## IV. Campaigning

- A. Campaigning shall be defined as any coordinated, public promotion of a particular candidacy, as interpreted by the Elections Chair.
- B. Campaigning may begin on the Campaign Start Day on Wednesday, March 20th , 2024, at 7:30am. All materials must be picked up by 5:00 on March 27th, 2024.
- C. Regardless of the Campaign Start Day, no parties shall campaign as candidates until their petitions have been finalized and approved.

- D. Campaigns that begin campaigning before the Campaign Start Day may be penalized by the Elections Chair after completing their Campaign Petition forms.

**V. Campaign Limitations**

- A. Campaigns may not begin campaigning before the Campaign Start Day.
- B. Campaigns may not begin campaigning until they have been notified by the Elections Chair that their Campaign Petition forms have been processed.
- C. Campaigns may not solicit the endorsement of faculty or staff, including verbal or written endorsements, or by allowing the candidate to use class time to solicit votes and/or signatures.
- D. Campaigns may not use mass telephone or email solicitation, including blanket calls and emails to targeted constituencies.
- E. Campaigns may not use the materials or equipment (i.e. copy machine) of the SGA office for campaigning purposes; the SGA office is a campaign-free zone.
- F. Campaigns may not leave campaign materials out after curfew on the last day of regular voting. In the event of a run-off, the run-off Campaign may leave materials up until final results are posted. The Elections Chair will notify these candidates that they may do so.
- G. Campaigns may not provide voters with a device provided by the Campaign (e.g., a candidate cannot hand a voter his/her personal cell phone, laptop, or any other device for the purpose of voting).
- H. Each Campaign candidate shall attend an Executive Cabinet candidate interest meeting before campaigning begins, as scheduled and publicized by the SGA Executive Cabinet.

**VI. Election Violations**

- A. If an offense is interpreted by the Elections Chair to be preconceived, purposeful, and knowingly performed, the candidate shall immediately receive an Election Violation (hereafter, Violation).
- B. The Elections Chair shall determine if a rule has been purposely and intentionally broken and whether the action warrants a Violation.
- C. Any offense deemed a Violation by the Elections Chair shall result in immediate disqualification of the respective Campaign from the election.

**VII. Election Warnings**

- A. The Elections Chair may issue an Election Warning (hereafter, Warning) for any election offense that he/she deems accidental; Warnings may not be issued for deliberate offenses.

- B. After a Campaign Team receives two Warnings, upon committing another offense, the Election Chair will immediately issue the Campaign a Violation.
- C. Only one Warning may be assigned per offense. If more than one offense is committed at a specific time, the Elections Chair may assign one Warning to include all offenses at that specific time.
- D. Upon issuing a Warning, the Elections Chair will grant the respective Campaign appropriate and reasonable terms to reconcile the associated offense.
- E. The reconciliation terms must be a direct response to a campaign's offense and cannot include extracurricular favors or exchanges. (i.e. removal of campaign materials within 24 hours of the warning's issuance is permissible. Accepting money is not.)
- F. If reasonable terms for reconciling an offense are not met to the satisfaction of the Elections Chair within the appropriate time frame, a Violation shall be issued.

#### **VIII. Violation Appeal Submission**

- A. If a campaign feels that it has been issued a Violation unjustly, that the Elections Chair has violated its rights, or that the Elections Chair has violated any of the stipulations of this document, it may appeal its Violation to the Associate Vice President of Student Life.
- B. To appeal a Violation, a campaign must submit a Violation Appeal form (hereafter, Appeal) to the Associate Vice President of Student Life within twenty-four hours after the Violation was issued. The appeal must be made in writing.
- C. Appeals may be submitted for Violations, but they may not be submitted for Warnings.

#### **IX. Violation Appeal Hearings**

- A. Upon the submission of a Violation Appeal, the Associate Vice President of Student Life shall respond within twenty-four hours of receiving the Appeal.
- B. Official rulings for Appeals shall be made in writing and shall require the signature of the Associate Vice President of Student Life.
- C. Throughout the duration of the Appeal hearing, the respective candidate is viewed as an eligible candidate with the following restricted rights:
  - 1. All material under review that warranted a Violation must be removed or taken down unless and until the Violation is overturned by the Appeal ruling.
  - 2. Votes tallied both prior to and after the Violation was issued are considered valid until the final Appeal ruling.

**X. Campaign Rights**

- A. Campaigns have the right to hear the interpretation of the rules by the Elections Chair.
- B. Campaigns have the right to receive a Warning instead of a Violation if the Elections Chair deems an offense accidental and the Campaign has accrued no more than two previous Warnings.
- C. Campaigns have the right to appeal any Violation. All appeals must be submitted to the current Associate Vice President of Student Life.
- D. Campaigns have the right to have their appeals heard and processed by the Associate Vice President of Student Life in a timely manner.
- E. Campaigns have the right to campaign in any area of campus, excluding the SGA office, while adhering to University print material policies.

**XI. Interpretation of Election Rules and Procedures**

- A. Interpretation of election rules is left to the discretion of the Elections Chair, the SGA Senate, and the Associate Vice President of Student Life.

# Appendix I

## **I. Campaign Expenditure Reporting Exemptions**

- A. The following categories of campaign expenditures do not need to be reported for compliance with campaign spending rules or factored into the permitted spending limit:
1. Chalk
  2. Pens
  3. Markers
  4. Paint
  5. Paper
  6. Paper printing that is not from any professional service