

Universal Election Rules and Procedures Handbook

Article I. Overview

The Universal Elections Committee (UEC) will be made up of representatives from each of the student elected organizations on campus. These representatives will be in charge of running the elections which include having elections workshops, holding nominations, monitoring candidates, and holding violation hearings.

The organizations include the Student Government Association (SGA), Student Conduct Review Board (SCRB), Honor Council, Class Council, Association of Residence Halls (ARH), Inter-Club Association (ICA), Finance Committee, and Off-Campus Student Association (OCSA). The UEC is composed of eight representatives and one chair. The UEC will internally decide on a chair to preside over hearings and meetings. All decisions in the UEC will be determined by simple majority. Seven voting representatives (no more than one per organization) must be present in order to have quorum. The chair will only vote in order to determine ties.

Article II. Qualifications

All students wishing to hold elected or appointed positions need to be in good standing as defined by the Dean of Student Life and the Student Handbook in order to be eligible to participate in the election.

All candidates are required to attend one workshop. If in the event of an unavoidable conflict, he/she must contact their appropriate organization's elections coordinator within twenty-four (24) hours before nominations to schedule a meeting time.

All candidates are required to fill out an online application in order to appear on the ballot. The application will close at midnight at the end of nominations day.

All candidates are required to attend nominations in person or by proxy. Proxies will be recorded by the UEC Chair at nominations. Nominations will be held on the day according to the Universal Elections Schedule. Location and time will be made available to all candidates.

Article III. Regulations and Restrictions

Section 1: Physical Campaign

Physical campaign material is considered to be posters, fliers, banners, an advertisement in any campus publication, buttons, stickers, clothing, chalk and anything else that is used to support a candidate's campaign. The UEC will make any decisions pertaining to campaign material.

1. A limit of \$60 is hereby established on campaign expenditures and donations. All materials used in publicizing the campaign are subject to "Fair Market Value System." Campaign donations are only to be made by university students.
2. If a candidate is accused of going over budget they must complete and submit the Campaign Expenditure Form to the UEC Chair within twenty-four (24) hours of the closing of elections. The form will be included in the appendices.
3. Handout fliers are limited to the size of one-half sheet.
4. Banners are to be placed in the University Center and must be approved by SAE. A form must be filled out online in order to have the poster put up. No one may reserve banner spaces before nominations. Banner spaces are first come first serve.
5. No campaign material may be attached to or strung from trees or lampposts.
6. If a candidate would like to post campaign material in academic buildings, they must follow SAE policies and the policies set by the appropriate academic departments.
7. Chalking is limited to the ground in an open area so that rain can wash it away, chalk on walls is not permitted. Spray paint is strictly prohibited. The University Center's stairs are also prohibited for chalking
8. Any campus publication advertisements may be used as campaign material with the advertisement being placed at the candidate's expense.
9. There will be no campaigning over the public address system, on the radio, in the newspaper, through mass email, through other forms of online mass messaging systems or through the mail.
10. All campaign material for all candidates must be taken down within 48 hours after the final election announcements. If candidates do not remove their campaign material, the

UEC will issue warnings. If the candidate still does not remove their campaign material, appropriate action will be determined by the UEC.

11. If a candidate would like to campaign in residence halls, they must fill out a form with the Office of Residence Life and Housing. This form is inclusive of printed campaign materials and campaigning spaces in the halls. Submitted forms will be approved by the Assistant Dean for Residence Life and Housing and the appropriate Area Coordinators.
 - a. You can campaign in the common areas, but you cannot prevent residents from entering/leaving a space
 - b. No candidate shall post campaign materials on individual room doors. Only the current occupying residents of a room can post campaign materials on their door.
12. Decoration of the Spirit Rock in any way for campaigning purposes is strictly prohibited.

Section 2: Digital Campaign Material

Online/digital campaign material is considered to be pictures on social media, social media communications, videos, gifs, memes, emails, websites and any other online material that can be used to support a candidate's campaign.

Section 3: Social Media Rules

1. Profile pictures may be changed to any picture of the candidates choosing, and his/her friends and supporters may also do this.
 - a. Profile pictures may have a person's photo, the position(s) they are running for, and a reminder to vote. Pictures containing alcohol, drugs, profanity, or pornography are prohibited for candidates to display during the campaign period.
2. Campaigning through the use of online social networks is strictly limited to any personal profile space. Stories on social media are considered personal spaces. You are only allowed to post **one** social media post per social media platform per 24 hours. Posts which extend outside personal space of the candidate and their supporters must only remind constituents to vote and cannot include other campaign material.

3. Candidates are encouraged to abide by the University's Honor Code, Code of Conduct, and Statement of Community Values.
4. University-generated media may not be used by any candidate for the purpose of elections.
5. Candidates will refrain from tagging or mentioning full-time University personnel in their posts/materials.
6. All members of these student elected organizations can show support for the campaigns through liking of social media posts. However, no official endorsement shall be given.
7. University faculty and staff may also show support through liking, but they too should not give official endorsement

Section 4: Other Rules

1. No Student planning to run in the elections for any position may begin campaigning before the end of nominations.
2. Candidates are not allowed to use University faculty, staff and administration to help promote campaign material or conduct their campaign.
 - a. Student employees are considered staff only when actively working within their assigned duties. The workspace may not be used to campaign in a way that only an employee may have access.
3. Candidates may not utilize faculty-sponsored events or class periods to either announce or promote their campaign. Announcements that remind other students to participate by exercising their right to vote are permitted with instructor permission. Other announcements, whether verbal and/or written, are permitted in the academic space only if the following criteria are met:
 - a. Campaigning must not occur during the class period defined by university faculty, staff, or administration.
 - b. Candidates cannot prevent students from entering/leaving an event or classroom.
 - c. University faculty, staff, and administration are not directly or indirectly involved with announcements, promotions, or assistance in conducting the campaign while in an academic space.

4. No candidate may use endorsements by local, state, or national politicians, or by a specific political party.
 - a. This includes on-campus clubs that are affiliated with political parties.
5. All candidates are prohibited from campaigning with other candidates.
6. Any deliberate attempt by the candidate or his/her supporters to disqualify another candidate will result in the disqualification of the first-mentioned candidate.
 - a. A deliberate attempt for disqualification is subjective to the UEC's ruling.
Sufficient reasoning will be given to support the decision.
7. Any violation of these regulations and restrictions will result in the following procedures:
The candidate will be sent one email from the UEC chair, notifying him/her of the violation. The UEC chair will discuss the violation with the other members of the UEC to determine if the violation is minor or major. If a remedy is possible, candidates must resolve the issue as soon as possible not exceeding 6 hours for a major violation and 12 hours for a minor violation.
 - a. Two minor violations equal a major violation. More than one major violation constitutes an automatic disqualification.
 - b. Minor violations are generally committed within a candidate's campaign.
 - c. Major violations generally affect other campaigns and the election as a whole.
 - d. The UEC has discretion in determining minor vs. major violations
8. No university wide large-scale events may be used by candidates to promote their campaign.
9. If the candidate does not remedy the situation within the allotted time limit, the UEC will meet to decide upon a further course of action.
10. All violations while the ballot is active will be considered major violations.
11. Any candidate disqualified may follow the election contestation procedures listed in Section VI. Contestation and Appeals.

Article IV. Withdrawal of Candidacy

Any candidate may withdraw their candidacy up to twenty-four (24) hours prior to Election Day. Withdrawal may be accomplished by the candidate sending a signed formal letter, electronic or

otherwise, to the UEC chair. Once a candidate has withdrawn, UEC chair will notify the online application coordinator to remove that person from the ballot.

- a. If the election for a specific office is contested and a new election is held, candidates who withdrew their candidacy for that position may not be nominated for candidacy again during that election cycle.

Article V. Contestation and Appeals

Section 1: Contestation

If an election or violation is to be contested, a formal written complaint submitted via email must be sent to the UEC chair within twenty-four (24) hours after the election results are announced or a violation is issued. A decision shall be rendered by the UEC within five (5) business days after the complaint has been filed and candidates involved will be notified as to the reasoning of the decision. The contestation is only to be read and reviewed by the UEC, and it may request any person to stand before the committee for questioning in order to assist in their decision-making process.

Section 2: Appeals

Any appeal to the UEC's decision will be heard by student-leaders who did not originally participate in issuing the original decision while the UEC Chair continues to preside over the hearing.

- a. If the appeal request is declined, the UEC's original decision stands.
- b. If the original decision is overturned, a new election must be held for the contested position within five (5) academic days. The decision on the appeal must be rendered within five (5) days of the presentation of the appeal. The new panel's decision is final.

During the hearing process the accused and the accuser will be present and give their side of the story. Involved parties will present evidence in order to back up their story; this can take the form of witnesses, documents, text messages, etc.

- a. The UEC chair will preside over the hearing.
- b. Once testimonies and evidence have been given, deliberations will occur; in which the defendants will be asked to leave the room.

Section 3: Additional Practice and Policies

1. All members of the UEC are expected to keep hearing information confidential.
2. All candidates are to be excluded from decisions regarding contestations and appeals.
3. The transition period shall begin after the closure of the contestation period. At this point, officers-elect are required to attend all applicable meetings and have at least two training sessions with their respective officer's emeritus. During the transition period, all officer-elects may conduct their respective elections and appointments.
4. Non-compliance with any of the above contestation rules will result in disqualification as determined by the UEC.
5. Any exceptions to the above rules must be approved by the UEC.

Article VI. Special Elections

In the event of a special election, the above rules and regulations shall stand. If positions are not filled or contested by the completion of nominations, organizations may fill the vacancies as they deem appropriate.

