I. Elections Committee
   A. Duties and Responsibilities
      1. The Elections Committee’s function is to conduct Student Governments elections in accordance with the provisions of by-laws, ensuring accurate and fair campaigning and electronic voting.
      2. The Elections Committee has the authority to distribute Campaign Guidelines to all students filing Statements of Candidacy. Furthermore, the Elections Committee has the authority to enforce these guidelines and issue penalties.
      3. The committee will be responsible for the upkeep of all elections by-laws by making changes or revisions as needed.
      4. The committee shall be responsible for organizing a debate between presidential candidates in the event that there are multiple candidates. This includes the selection of a mediator.
   B. Committee Chairperson
      1. The Elections Committee Chairperson shall be the Student Government Vice-President.
      2. In the case that the Student Government Vice-President has a personal interest in the election, the Student Government Advisor or his/her designee shall appoint another impartial student to serve as the chairperson.
   C. Committee
      1. The committee shall consist of five members and a chairperson.
2. The five members shall be the Student Government Advisor or designee, the Student Government Administrative Assistant, the Student Government Secretary, the Student Government Chief of Staff, and the Parliamentarian.
   a. In the case that any of these members has a personal interest in the election, the Student Government Advisor or his/her designee shall appoint another impartial student to serve in the designated position.

3. As an Elections Official, a member of the Elections Committee must be impartial, shall never disclose how any voter has voted, allow anyone to vote who is not entitled to vote, and shall not give any information tending to show in any way the state of the count prior to the final close of the polls.

II. Elections and Dates
   A. General Election
      1. One General Election shall be held before the Student Body yearly to fill Student Government positions.
         a. The General Election shall be held on the first consecutive Wednesday and Thursday that school is in session in April.
      2. Persons elected in General Elections shall be considered “duly elected”, and shall serve terms as defined within the Student Constitution upon taking the oath of office.
      3. In the event that all races for Student Government and Student Activities Council Executive positions are uncontested and the total number of qualified candidates for a Student Senate and Student Activities Council At-Large position in an election District is equal to or less than the total number of seats apportioned to that district, the Elections Committee shall notify the Student Body President, Vice-President, and the Student Senate that no General Election will be held in that district. The candidates shall be considered elected by acclamation as of 5:00 p.m. on the final day of the elections as outlined in the by-laws.

III. Election Qualifications and Procedures
   A. Qualifications of Candidates
      1. A student that is eligible to run for a Student Government Office shall be a Student in Good Standing, as defined below.
      2. A student must provide proof of enrollment in their elected constituency by the Friday following the first day of classes in the semester of their term.
   B. Student in Good Standing
      1. Student in Good Standing shall be defined as a fee-paying person who is enrolled in at least six (6) semester hours, not on disciplinary or academic probation, and maintains a minimum cumulative GPA of 2.0.
2. All Senators and Student Government Executives are required to maintain the Student in Good Standing status.
   a. Failure to maintain Student in Good Standing status shall result in dismissal from Student Government.
   b. The Student in Good Standing status shall be verified at the start of each semester.
   c. Senators who do not meet the requirements of the Student in Good Standing shall receive written notification from the President of the Senate prior to the first Senate meeting of the semester.

C. Notice and Filing
   1. No later than six weeks prior to a General Election the Elections Committee shall notify the Student Body, through publication, fliers or other public means, of the upcoming elections, and shall include the following:
      a. The Student Government positions and questions involved in the election;
      b. How to file as a candidate and the deadline for filing;
      c. The dates the election will be held.
   2. Filing of a Candidate
      a. For a candidate’s name to appear on the official ballot, the candidate must sign and submit a Statement of Candidacy to the Campus Life during office hours. The earliest the Elections Committee will accept a statement of candidacy is the first day of classes in the semester of the election. The deadline for an Executive position is three weeks preceding the election and the deadline for filing for a Senate position is fourteen days preceding the election. If either of these dates fall during Spring Break, Statements of Candidacy will be accepted until the following Monday at 5:00 p.m. The candidate must provide a biographical information sheet, limited to fifty words or less, as well as a wallet size electronic portrait of the candidate to appear on the official ballot on or before the position’s filing deadline. Failure to do so will nullify the student’s candidacy.
      b. Candidates may file for a Student Government Senate position and any on executive position in Student Government and Student Activities Council in an election.
      c. Students filing for Senate positions should file in the college that they are currently majoring in.
      d. A candidate wishing to withdraw his or her name from a ballot must submit to the Elections Committee a letter of withdrawal no later than seven days prior to the day of the election.
      e. An individual is not officially considered a candidate for office until the Elections Committee has verified the candidate’s eligibility.
         i. Within three days of receipt of a Statement of Candidacy the Elections Committee shall determine the eligibility of the candidate and will notify any candidate not meeting election qualifications.
ii. Should a candidate want to contest the findings of the Elections Committee
the candidate must submit an appeal to the All-University Judicial Board
requesting review of the findings.
f. No candidates will be allowed to file after the filing deadline.

D. Campaign Regulations and Violations

1. Campaigning is defined as written, oral, personal, electronic, or other
communication which may influence voting.
   a. Campaigning is prohibited until one month prior to the election.
   b. Campaigning may not occur until the individual’s eligibility has been verified.
2. The Elections Committee has the authority to distribute campaign guidelines to the
students filing statements of candidacy.
3. In the absence of specific campaign guidelines, candidates must adhere to existing
University policies including, but not limited to, University posting guidelines,
Student Government by-laws and the Code of Student Conduct.
4. Candidates shall be held responsible for all campaigning done by themselves or
surrogates.
   a. Surrogate is defined as any person conducting campaign work for, or
      campaigning in the place of a candidate with the consent of that candidate.
5. The source of funding for all campaign materials shall be clearly noted on the
material with the phrase “paid for by” and the name of the funding source, the
name of the contact person, and an e-mail address for contact purposes.
6. Removing, obstructing, or defacing campaign material by candidates or their
surrogates is prohibited.
7. Campaign material which violates University posting or other regulations shall be
reported to the Elections Committee.
   a. In the event campaign material violate University policy or Student Government
      by-laws, the Elections Committee shall be responsible for the removal of the
      objectionable material and the notification of the responsible candidate.
   b. The Elections Committee shall have the right to file election grievances against
      any candidate in violation of campaign stipulations.
8. No Student Government equipment or resources shall be used for any individual or
party campaigns.
   a. This includes, but is not limited to, bulletin boards, the Student Government
      website, and computer/office equipment.
9. Candidates and surrogates may not campaign, leave campaigning material, or loiter.
   a. Loitering is defined as remaining in the restricted polling area for an
      unreasonable or inexplicable amount of time.
   b. Any interested party may file a campaign grievance concerning violation of the
      rule with the Election Committee.
   c. Polling officials have the authority and responsibility to enforce this rule and
      report it.
E. Penalties for Violations of Campaign Regulations
   1. The Elections Committee shall have complete discretion in determining the severity of penalties assessed to candidates.
   2. Any candidates found in violation of any campaign regulation shall issue a public statement of responsibility and apologize in a manner dictated by the Elections Committee or All University Judicial Board.
   3. Penalties for violating campaign regulations may include, but are not limited to the following:
      a. Restriction of campaign privileges;
      b. Fines;
      c. Disqualification of candidate.
   4. All penalties will be assessed following the ruling of all grievances by the Elections Committee.
   5. All penalties assessed by the Elections Committee may be appealed to the All University Judicial Board.

F. Campaign Grievance Procedure
   1. Students who observe violations of University policy or Student Government’s campaign by-laws should file a grievance, via the Student Government Election Grievance Form, with the Elections Committee. Grievances will be accepted beginning the first day of campaigning and must be received by 5:00 p.m. the next business day after the final day of elections. Grievances are to be sent to the Elections Committee: MS 1800.
   2. All members of the Elections Committee must be contacted about all campaign grievances filed.
   3. All interested parties shall be notified of the grievances, and the Elections Committee shall hear the complaint and defense as they are filed. All rulings must be completed within one week of the grievance filing deadline. A majority of the student members of the Elections Committee must be present in order to render a ruling regarding a filed grievance.
      a. The Elections Committee may only hear grievances involving campaigning. All other grievances must be filed with the All University Judicial Board as challenges to an election process described in 405.01.III.
      b. Any decision made by the Elections Committee may be appealed to the All University Judicial Board. The deadline for appeal is 5:00 p.m. on the next business day following the committee ruling. The All University Judicial Board has final authority on campaign violation grievances.

IV. Election Procedure
   A. Responsibilities of the Elections Committee
      1. The Elections Committee shall be responsible for the following:
         a. To ensure fair, accurate, and secure voting procedure;
b. To ensure that all parts of the voting website are functioning correctly;
c. To communicate regularly with Computer Services regarding problems and usage of the voting website;

B. Ballots and Forms
1. Approximately 5 days prior to an election the Elections Committee will have completed the Official Ballots of substantially the following format:
   a. Each ballot shall contain only those offices and questions for which an individual student is eligible to vote;
   b. Instructions to voters must be available on the voting website;
   c. Under the title of the office, the placement of candidate’s names shall be in order filed.
   d. Official candidate information shall be included on the voting website and consist of biographical information limited to fifty words and a portrait of the candidate;
   e. Questions or referenda shall follow with the choices of “Yes” and “No” underneath.

C. Filing of Petitions (Initiative, Referendum, and Recall)
1. Constitutional amendments, legislation, referenda, and recall of elected officials may be submitted to a direct vote of the Student Body through the following petition process:
   a. All questions to be brought to a Student Body vote must be phrased in such a manner that the required response is “Yes” or “No”;
   b. A direct vote on a question may be proposed by a petition signed by one tenth of the students currently enrolled in the University;
      i. The Registrar’s office shall supply Student Government with the current enrollment figure and the exact number of signatures required shall be determined from that figure.
   c. Petitions calling for a direct vote must be submitted to the Elections Committee by the third week preceding a General Election, unless the petition calls for a Special Election on the question;
   d. The date for Special Election must be named in the petition, and the petition submitted by the third week preceding that date;
   e. Each page of the petition must bear an exact statement of the question proposed and each line for signatures must bear the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Print Name</th>
<th>Student ID</th>
<th>Signature</th>
</tr>
</thead>
</table>

   The names of persons collecting signatures must be submitted with each petition;
   f. Upon receipt of the petition(s), the Elections Committee shall have the authority to verify and reject any and all signatures. Only signatures of students qualified to vote and gathered during the current academic year will be counted as valid signatures toward total needed to bring the question to a vote;
g. If properly proposed, the Elections Committee shall have the question upon the ballot of the next General Election, or shall hold a Special Election if so proposed;

h. Questions shall be considered approved upon a majority vote of those voting in a Student Body election. Constitutional amendments require a two-thirds majority with at least one tenth of students voting for ratification.

D. Voting Procedures

1. Eligible students shall vote via the online voting website using their personal ID number and password.

2. It shall be the responsibility of the Elections Committee and Computer Services to verify that a student is eligible to vote and has not previously voted in the current election.

3. Should a problem arise pertaining to the voting website or server during the time of active voting which interferes with the voting process, the Elections Committee shall act in the following manner:
   a. Temporarily halt voting until the problem can be resolved;
   b. Determine whether the problem constitutes a revote or an extension of the voting period;
   c. The Elections Committee shall have complete discretion in determining a fair and honest remedy.

E. Tabulating the Votes

1. If no grievances are filed or pending, Student Government Administrative Assistant shall provide results no later than noon following the last Election Day. The results shall be collected by the Elections Committee and announced within one working day.

2. If grievances are pending, the results shall not be tabulated or announced until after all hearings have been concluded and penalties have been assessed. Computer Services shall provide the results no later than 5:00 p.m. on the one-week deadline of the grievance hearings. The Elections Committee shall announce the results on or before the one-week deadline for completion of grievance hearings by the Elections Committee.
   a. If grievances are filed following the announcement of the election results, then penalties shall be accessed following the ruling of the Election Committee.

3. From the information provided by Computer Services, the Elections Committee chairperson shall record the results on an Elections Results Statement.
   a. All penalties assessed to candidates due to campaign violations will be applied to the results at this time.

4. All pertinent records shall be sealed and should not be opened or inspected until the end of the semester of the election except upon order of the All-University Judicial Board.

5. If the ballots must be individually reviewed, then the following process shall be followed:
a. The ballots will not be reviewed until all ruling regarding grievances are final and penalties have been assessed;
b. At least three Elections Committee members must be present to review ballots;
c. Once review begins, no one may leave until the process is complete;
d. The Elections Committee members shall determine the results of questions of initiative, referendum and recall;
e. All ballots shall be reviewed at least twice to ensure accuracy of the review.
f. Once the ballots have been reviewed the Elections Committee chairperson shall record the results on an Elections Result Statement;
g. After all the results have been recorded, each of the Elections Committees members shall certify the results by signing the Elections Results Statement. If any Elections Committee member declines to certify the results, he or she shall state their reasons in writing and attach the statement to the Results Statement.
h. All pertinent records shall be sealed and should not be opened or inspected except upon the order of the All University Judicial Board.

6. If two or more persons receive an equal number of votes for election to a single office, the Elections Committee shall notify the Senate, who shall without delay in the next regular session elect one of the individuals for the office.
   a. Each candidate will be given five minutes to make a statement to the Senate. In addition, the Senate shall have an additional five minutes to ask questions to the candidate.
   b. The votes shall be by secret ballot. A simple majority of those present shall be needed to elect an individual to a particular office.

7. Based on figures determined by Computer Services the Elections Committee shall announce the results at a predetermined time and location. At that time the Committee shall provide each candidate with a copy of the elections Results Statement.

V. Election Contests
   A. Contests can only be filed on the basis of improper election procedure dealing with, but not limited to, Official Candidate Information, Elections Committee members and tabulation of results. Campaigning violations are not grounds for an Election Contest. All campaign violations must follow the Campaign Grievance Procedure outlined in section III D.
   B. Not later than five days after announcement of results by the Elections Committee, any candidate or student may challenge the results of the election by petitioning the All University Judicial Board.
   C. The Elections Committee shall hold an open hearing to evaluate any and all election challenges.
   D. The All University Judicial Board shall have the authority to order all materials and records relating to the contested election brought before it. In addition, the Judicial
Board shall have the authority to call witnesses to testify on the legitimacy of the elections.
1. At the hearing all parties challenging the election results will be given an opportunity to present evidence/witnesses to support their position.
2. The Elections Committee must be present to provide information pertaining to the elections process.

E. The All University Judicial Board shall have the sole authority to determine the legality of the election. If the court finds sufficient cause to cast doubt on the election of a candidate for a specific office or cause to cast doubt on the entire election, the Judicial Board shall call a new election for the contested office or for a completely new election. In its judgment the court shall:
   1. Set the date for the election and specify the name of each candidate to be voted;
   2. Direct the Elections Committee on when and how to conduct the Special Election.

F. The All University Judicial Board has the final ruling on Election Contests unless a student can provide evidence that they were not accorded their student rights. In such a case, a student may appeal to the Dean of Students within three working days of the All University Judicial Board decision. At that time the Dean of Students shall have five working days to either dismiss the appeal or call another hearing of the All University Judicial Board based on the new evidence.