

Elon University
STUDENT GOVERNMENT
ASSOCIATION

Election Committee
FALL 2010

Rules and Regulations

Table of Contents

Elections Committee’s Responsibility.....	3
I. To conduct the elections of the Student Government Association, Student Body and Homecoming elections.....	3
II. The following procedures, unless otherwise stated, guidelines refer to the Student Government elections. Specifically, the Board is charged with the following responsibilities.....	3
III. Elections Judicial Board.....	4
IV. Elections Packet.....	4
V. Mandatory Meetings.....	4
VI. Debates /Speeches.....	5
VII. Postings and Advertisements.....	5
VIII. Financial Expenditures.....	7
Filing Application.....	9
Candidacy Statement.....	9
Election Application.....	10
Instruction for Filing an Election Application.....	10
Positions Available in the Spring 2009 Elections.....	11
Obligations of Class Officers and Senators.....	11
General Election Guidelines.....	12
Class Signatures.....	13

Elections Committee's Responsibility:

I. To conduct the elections of the Student Government Association, Student Body elections.

- 1) Elections for Student Government Association positions will be conducted in the early Spring as specified by the Senate and the Elections Committee of the specified year.
- 2) Freshman Elections will be conducted in the early Fall as specified by the Senate and the Elections Committee of the specified year.

II. The following procedures, unless otherwise stated, guidelines refer to the Student Government elections. Specifically, the Board is charged with the following responsibilities:

- 1) To organize and administer all SGA sanctioned elections.
- 2) To make available a copy of the election rules, procedures, and dates to all candidates online and in the SGA Office.
- 3) To organize and supervise candidate orientation meetings.
- 4) To certify qualifications of candidates.
- 5) To prepare a ballot listing of all eligible candidates for each elected office and provide procedures for posting campaign statements.
- 6) To administer all aspects of the days for voting.
- 7) To conduct a voter education campaign on campus prior to Election Day and distribute factual information concerning voting procedure. (This can be done through E-Net Postings or other forms of media)
- 8) To designate one Election Board member to assist with and route inquiries about campaign rules
- 9) To determine the legitimacy of charges and adjudicate election violation complaints.
- 10) To certify the election results.
- 11) To provide the results of the elections to the Elon University community.

III. Elections Judicial Board

- 1) Four members of the Election Committee will serve as the judicial body to review infractions or charges of a candidate's misconduct.
 - a. One member of the Judicial Board must be the Chair of the Elections Committee.
- 2) The Elections Judicial Board will conduct their proceedings consistent with procedural guidelines set forth by the SGA Judicial Board.
- 3) The Board will decide responsibility for any allegations and will assign such sanctions including but not limited to;

- a. Disqualification of candidacy
- b. An Official Warning
- c. A Filing of an Honor Code Violation with the Office of Judicial Affairs
- 4) All candidates running for an elected position should be made aware of possible violations at the mandatory candidate meetings.
- 5) SGA candidacy speeches will be posted on the website.

IV. Elections Packet

- 1) The Elections Packet will consist of position requirements and obligations, election procedures and responsibilities, and rules of candidacy -for all SGA sponsored elections.
- 2) The Elections Packet will be provided to all students running for positions at the mandatory meeting.
- 3) The Elections packet will be available on-line through the SGA website under the Elections Link.

V. Mandatory Meetings

- 1) The Elections Committee will hold MANDATORY meetings for candidates.
- 2) Candidates will receive the Elections Packet and the SGA Elections Manual and be made aware of regulations.
- 3) If a candidate is not present at the mandatory meetings, then their candidacy will be null and void unless excused in advance by the Chair of the Elections Committee.
 - a. Candidates may submit excuses in writing or through email @ sga@elon.edu to the Elections Committee Chair at least 24 hours prior to the mandatory meeting.
 - b. Candidates will only be excused for documented illnesses and academic course conflicts

VI. Debates /Speeches

- 1) Required for all Executive officers; Optional for At-Large positions (But strongly encouraged)
- 2) There will be no scheduled speeches for the Academic or Organization seats
- 3) The specific date(s) and place(s) of the speeches will be decided at the discretion of the Elections Chair and the Executive Vice President
- 4) Time Specifications for Speeches;
 - a. At-Large Presidents will be allotted a maximum of five (5) minutes
 - b. For all other At-Large positions, candidates will be allotted a maximum of three (3) minutes
 - c. Executive Positions will be allotted a maximum of ten (10) minutes.
- 5) All speeches must be approved

- a. By the Elections Committee prior to being read; if not approved, candidate will not be allowed to speak.
 - b. At least 24 hours prior to the date of the speech of as specified by the Elections Committee
- 6) The Order of Speeches
- a. Speeches will begin with the Sophomore At-Large President Candidates and continue in regressing order to Vice President, Treasurer, Secretary, and Senators.
 - i. Junior Class Candidates will follow the same format after the last Senator Speech from the Sophomore Class.
 - ii. Senior Class Candidates will follow the same format after the last Senator's speech from the Junior Class.
 - iii. Executive Positions will follow the same format after the last Senator's speech from the Senior Class.
 - b. The order for the speeches for candidates in each position will go in Alphabetical Order according to the position they have declared Candidacy for and their last name.
- 7) The Moderator will be the chair of the Elections Committee.

VII. Postings and Advertisements

1) **Online and other forms of Electronic Media**

- a. Facebook/Myspace/Online Communities
 - i. Candidates can not create a group until the necessary paperwork has been officially received and processed by the Elections Committee and a mandatory meeting has taken place.
 - ii. No Person or Groups can post derogatory remarks towards another candidate or other groups.
 - iii. Online Advertisements can be used
 - 1. If approved by the Office of Student Development and the Elections Committee.
 - 2. And must not exceed the costs of the finance guidelines set forth by the Elections Committee.
 - 3. Upon using an online advertisement a receipt must be printed and submitted with all other receipts.
 - iv. Mass Messaging
 - 1. Candidates are prohibited from mass messaging to members of the student body through the Elon University E-Mail system or Blackboard Affinity Accounts. Accounts prohibited include but are not limited to:
 - a. All Students
 - b. Class affinity accounts (i.e. Class2012)
 - c. and the same applies for the online services
 - 2. Candidates may utilize organization group e-mail and blackboard accounts only if they are active members and

have received written permission from the leaders of those organizations who are in control of the accounts.

- v. Individual candidates may not post on E-Net
 - 1. The Elections Committee will post election information and events for the entire student body. This information includes but is not limited to:
 - a. Required paperwork and deadlines
 - b. Election dates and procedures
 - c. Election events (i.e. candidate speeches)
- vi. Individual candidates may not use Moseley Center Digital Posters.
 - 1. The Elections Committee will post election information and events for the entire student body. This information includes but is not limited to:
 - a. Required paperwork and deadlines
 - b. Election dates and procedures
 - c. Election events (i.e. candidate speeches)

2) Print Advertising

- a. Flyers and Posters
 - i. Must first be approved by the Elections Committee prior to duplication
 - ii. Then after approval by the Elections Committee, must be approved and have the ORIGINAL stamped by The Office of Student Development in Moseley 206.
 - iii. Placed only in approved settings as set forth by Elon University posting policy in the Elon University Student Handbook and the Elections Committee
 - iv. Procedures for Voting Centers
 - 1. All flyers must be removed from Voting Centers such as Moseley, Belk Library, or any other computer lab centers that are deemed voting centers by the Elections Chair
 - 2. Flyers must be removed by midnight prior to the first day of the specified election
 - 3. Flyers that are not removed will be removed by campus personnel and forwarded for possible judicial action
 - a. Possible violations may be processed through the Elections Judicial Committee
 - v. No more than one flyer/sign for one candidate or groups of candidates may be placed on one bulletin board.
- b. Campaign Procedures
 - i. A candidate shall not campaign inside or within 50 feet of any designated Voting Center
 - ii. If a candidate is conducting any campaigning within or around the Voting Centers, his or her infractions will be presented to the Election's Judicial Committee and Advisor of SGA immediately

3) Chalking Guidelines

- a. Chalking is a wonderful and inexpensive way for students to advertise or promote programs and events. However, in the absence of guidelines, inappropriate chalking can and does occur.
- b. Chalking must be approved by the Moseley Center.
 - i. There is a form at the Moseley Front Desk that must be filled out and approved before chalking can begin.
- c. All chalking procedures must follow approval guidelines as stated in the Elon University Student Handbook.
 - i. Chalking is only permitted on natural gray concrete sidewalks and streets that are subject to being washed by the rain.
- d. Prohibited chalking areas include and are not limited to;
 - i. Bricks around the campus
 - ii. Interiors and exteriors of buildings
 - iii. Underneath overhangs/covered areas
- e. Any violations will be forwarded to the Elections Judicial Committee
- f. If there is a question to whether or not a student can chalk a certain area he or she should consult the Elections Committee before taking any action.

VIII. Financial Expenditures

1) Elections Expenses shall not exceed the following guidelines:

- a. Academic Council
 - i. A maximum of 35 dollars
- b. At-Large Council
 - i. A maximum of 75 dollars
- c. Executive
 - i. A maximum of 150 dollars

2) Disclosure Statement of Finances

All candidates must provide a Disclosure Statement of Financial Expenditures for campaigning.

- a. The statement must include any money that was used to campaign
 - i. Receipts for materials purchased
 1. Documentation from printing center
 2. This also includes Print Dollars/Phoenix Cash/Community Dollars
 - ii. Copies should be made of receipts for the candidate and the Elections Committee
 - iii. All documents and receipts shall be turned in no later than 48 hours prior to the election date.
 - iv. If a candidate plans to spend money on materials after the Disclosure Statement of Finances is submitted, he/she must inform the Elections Committee of this and turn in the receipt as soon as the purchases are made.
 - v. All financial information will be filed by the Elections Committee and made available for anyone who requests this information.

3) Exceeding Financial Limits:

- a. If a candidate declares that he/she has exceeded the approved amount of money set forth by the Elections Committee then it will be brought forth to the Election Judicial Committee
- b. If a candidate is found to have gone over, and not declared this to the Elections Committee, this will be a possible Honor Code Violation

4) Donations

- a. No Donations from any group or individual may be given to candidates running for Executive, At-Large, or Academic seats.

Questions or feedback regarding these guidelines and regulations may be directed to the Elections Committee Chair or the SGA Advisor.

**Filing Application
Part I**

Candidacy Statement

I, _____ announce my
Print Full Name *Datatel Number*

candidacy for the office of _____.

I have completed the Filing Application (parts I and II). I understand that to be eligible for a Student Government Association position I must be in good academic and disciplinary standing with Elon University as specified in Article III of the SGA Constitution. My signature below signifies that I will allow the Advisor to the Student Government Association to check this standing. My signature also signifies that I understand the obligations of Senators as described in the SGA Constitution and Bylaws and the Election Rules and Regulations.

Candidate's Signature *Phone Number*

ELECTION COMMITTEE USE ONLY

Approved
Elections Chair

Approved
SGA Advisor

Student Government Association

Election Application

Instruction for Filing an Election Application

1. Complete part I of the Application, the candidacy statement.
2. Complete Part II of the Application, the petition
 - a) All candidates for Executive Officer shall obtain 300 signatures, 75 signatures each from the Freshman, Sophomore, Junior and Senior Classes.
 - b) All candidates for Class Officer shall obtain 150 student signatures from within their respective class.
 - c) All candidates for Class Senator shall obtain 100 student signatures within their respective class.
 - d) All candidates for Academic Council shall obtain 50 student signatures within their respective cluster.
3. **The completed application must be returned to the SGA Office (Moseley 221A) no later than 5:00 p.m. on Thursday, September 2nd, 2010.**

ABSOLUTELY NO LATE APPLICATION WILL BE ACCEPTED!!!

4. There will be a meeting of ALL candidates On Monday, February 8, 2010 at 6:00pm and on Thursday, September 2nd at 6:00pm in Moseley 217.

IF YOU DO NOT ATTEND THIS MEETING, YOU WILL NOT BE ALLOWED TO RUN FOR OFFICE!!!

5. Elections will be held on September 6th and 7th, 2010 from 9:00am to 5:00pm online (www.elon.edu/elections) or downstairs tables in Moseley Center.
6. NEW SENATORS take their oath of office on Thursday, September 9th at 7:30 p.m. in Moseley 215. This would also be your first required Senate meeting.
7. The **mandatory** Senate Retreat will be held this semester and is required by all Senators.

Positions Available in the Fall 2010 Elections

Class President, 2014

Class Vice-President, 2014

Class Secretary, 2014

Class Treasurer, 2014

Senators:

5 Class Senators, 2014

Obligations of Class Officers and Senators

- I. Duties and Responsibilities of a Senator** (as Stated in the Constitution)
- a. Each Senator shall be a member of at least one committee.
 - b. Each Senator shall be responsible for all SGA meetings required by office, Senate, Council, Committee, special or otherwise. In addition, each Senator has an obligation to be informed of the location and time of the meetings.
 - c. Each Senator shall be responsible for one office hour per week as required by the Senate Rules.
 - d. Each Senator shall bring a designated binder and writing utensil to each meeting.
 - e. Each Senator shall wear the designated Student Government shirt or appropriate attire.
- II. Senate Meeting-** The Senate Meetings will be held every Thursday at 7:30 PM in Moseley 215, unless otherwise specified by the Executive Vice President.
- III. Absentee Policy-** Three absences are allowed, excused and unexcused, upon the fourth excused or unexcused absence the Executive Secretary is required to inform the Judicial Committee with the guidance of the Executive Vice-President.. The Judicial Committee will review the cases according the procedures set forth in the SGA Constitution.
- IV. Office Hours-**
1. All Senators are required to do at least one office hour a week in the Student Government Office, Moseley 221A.
 2. All Executives are required to do at least five posted office hours a week and five hours unposted hours a week in the Student Government Office, Moseley 221A, and post those hours on the doors to their office (President, Vice President,

and Treasurer) or the hall door to the Student Government Office (Secretary).

General Election Guidelines

1. All candidates must follow the posting policies of the Elon University Handbook.
2. As well consulting the Student Government Associations Elections Committee Rules and Regulations for all proper procedures
3. Any complaints concerning the actions of a candidate should be addressed to the chair of the Election Committee in writing no less than 24 hours after the incident.
4. **NOTE:** This packet is subject to change pending approval at the SGA Meeting, Thursday, December 3, 2009. You are highly encouraged to attend this meeting to discover if any changes will be made.

