Elections Packet
Spring 2017
The following Candidacy Statement should be filled out via Phoenix Connect. The candidate should print out the Petition document to obtain signatures from supporters and shall be turned into the SGA Office on Monday February 2nd by 5pm.

CANDIDACY STATEMENT

I, ________________________________, announce my candidacy for the office of ________________________________. I have completed the petition honestly and fairly. In addition, I understand that to be eligible for a Student Government Association position I must be in good academic (GPA of 2.5 and above) and conduct standing (not on disciplinary probation or higher) with Elon University, as specified in Article III of the SGA Constitution. My signature below signifies that I authorize The Office of Student Conduct to release relevant information to the SGA advisor who will to assess these standings and notify the SGA Elections committee of eligibility. My signature also signifies that I understand the obligations of a Senator, as described in the Applications and Positions section of this packet. By signing below, I agree to uphold all rules and regulations specified within this packet.

__________________________________  ___________________________  _______________________
Signature  Datatel  Phone Number

CAMPAIGN STATEMENT

ELECTIONS COMMITTEE USE ONLY – APPROVAL

__________________  ____________________  __________________
Elections Committee Co-Chair  Elections Committee Co-Chair  SGA Advisor
PETITION

We, the undersigned support this candidate and their attempt to be elected to office.

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POSITIONS AVAILABLE – SPRING 2017 ELECTION

A. Student Body
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
B. Senior Class (2018)
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Senator (2)
C. Sophomore Class (2020):
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Senator (2)
D. Junior Class (2019)
   a. President
   b. Vice President
   c. Secretary
   d. Treasurer
   e. Senator (2)
E. Academic Council
   a. School of Arts and Sciences Senator (4)
   b. School of Communications Senator (2)
   c. School of Education (2)
   d. Love School of Business Senator (2)

OBLIGATIONS OF SENATORS

A. Duties and Responsibilities of each Senate Member
   a. Each member of the Senate shall be a member of at least one committee.
   b. Class Treasurers automatically serve on the Finance Committee.
   c. Class Secretaries automatically serve on the Homecoming Committee.
   d. Each member of the Senate shall be responsible for all SGA meetings required by office (Senate, Council, and Committee, special or otherwise). In addition, each member of the Senate has an obligation to be informed of the location and time of the meetings.
   e. Each member shall be responsible for additional senate commitments, as outlined by the Elon SGA Bylaws.

B. Senator Hours:
   a. Senator Hours will be specified in the SGA Senate By-Laws.

ELECTIONS APPLICATION AND CANDIDATES

A. Instructions for Filing an Election Application:
a. Complete the Candidacy Statement on Phoenix Connect.
b. Complete the Petition.
   i. All candidates for Student Body Officer shall obtain 300 student signatures, with at least 75 signatures from each class (2017, 2018, 2019, 2020).
   ii. All candidates for Class Officer shall obtain 150 student signatures from within their respective class.
   iii. All candidates for Class Senator shall obtain 100 student signatures within their respective class.
   iv. The completed application must be returned to the SGA Office (Moseley 213) no later than 5:00 pm on Monday, February 6, 2017.
   v. ABSOLUTELY NO LATE APPLICATIONS WILL BE ACCEPTED.
c. All-Candidates Meeting:
   i. There will be a mandatory meeting of ALL candidates on February 6, 2017, at 5:15pm in Moseley 215.
   ii. IF YOU DO NOT ATTEND THIS MEETING YOU WILL NOT BE ALLOWED TO RUN FOR OFFICE.
   iii. Electronic ballot photos will be taken at this meeting. Please dress in business casual.

**ELECTIONS PROCESS AND SGA INFORMATION**

A. Elections will begin on Monday, February 20, 2017 at 9:00am and continue until 5:00 pm on Tuesday, February 21, 2017. All voting will be conducted through Elon University web-based voting system.
B. Elections Results will be announced Tuesday, February 21st at 6:00 pm in the Student Center.
C. Elected Senators will take their oath of office on Thursday, April 6th, 2017 at 7:30pm in Moseley 215. This will also be the first required Senate meeting for those elected.
   a. Winners must plan to attend The Senate Retreat in September. The senate retreat will be held extremely soon after winners are sworn in. The Senate Retreat is mandatory for all Senators.

**RULES AND REGULATIONS**

A. Mandatory Meeting:
   a. Mandatory Meeting, February 6th, 2017 at 5:00 pm in Moseley 215
   b. All candidates are required to attend the Mandatory Candidates Meeting, an information session hosted by the Elections Committee Co-Chairs.
   c. Candidates will be made aware of campaign regulations and permitted to campaign following the meeting.
   d. Pictures will be taken at the meeting to accompany each candidate’s name on the ballot.
   e. If a candidate is not present at the Mandatory Candidates Meeting, they are not eligible for the election unless excused, in advance, by the Elections Committee Co-Chairs.
      i. Candidates may submit excuses in writing to the Elections Committee Co-Chairs at least 24 hours prior to the mandatory meeting.
      ii. Candidates will only be excused for documented illnesses and academic course conflicts.
B. General Election Guidelines
   a. A candidate shall not campaign inside or within 50 feet of any designated Moseley Table promoting the SGA Elections.
C. If a candidate is found in violation of any of the regulations set forth in this packet, campaign violation charges will be forwarded to the Elections Judicial Board.
D. Debates and Speeches
   a. Speeches are optional, yet strongly encouraged, for all positions.
   b. Speech Approval
      i. All speech scripts must be turning into the Elections Committee Co-Chairs via email by Wednesday, February 14th at 8am.
      ii. If a speech is not emailed to the Elections Committee Co-Chairs for approval on time, the candidate will not be allowed to deliver their speech.
   c. The speeches will be recorded on February 16th, 2017 in Moseley 215 or another location designated by the Elections Committee Co-Chair. Speeches will be posted by Student Media Outlets.
   d. Time Specifications for Speeches:
      i. Executive Office Candidates
         1. Maximum six (6) minutes
      ii. At-Large Presidential Candidates
         1. Maximum four (4) minutes
      iii. Other At-Large Position Candidates:
         1. Maximum three (3) minutes
      iv. Academic Council Position Candidates:
         1. Maximum three (3) minutes
      v. Candidates running unopposed for any position:
         1. Maximum three (3) minutes
   e. Presidential Debate
      i. All candidates for the office of Executive President are required to participate in the Presidential Debate
         1. The Presidential Debate will be held February 16th, 2017 along with the candidate speeches.
         2. The debate will be moderated by the Elections Co-Chairs, the outgoing Executive President or other designee.
         3. Questions for said debate will be formulated by the Elections Committee Co-Chairs and submitted to the Executive Vice President for approval.
            a. Subjects may include but are not limited to: Campaign platforms, current issues and SGA Legislation.
         4. Any candidate that does not participate in the debate is subject to disqualification.
   f. Campaign Statement
      i. All candidates may submit a statement of fifty words or less about their campaign to accompany their name and picture on the ballot.
      ii. Statements are due with the application and also must be emailed to the Elections Committee Co-Chairs.

E. Electronic Campaign Promotion
   a. Online Groups
      i. Facebook/Instagram/Twitter/Online Communities
         1. Candidates cannot create a group or fan page until the candidate has been verified and the mandatory candidates meeting has taken place.
         2. No person or group can post derogatory remarks towards another candidate or other group.
         3. Candidate is responsible for all remarks posted on their own profile, twitter, or other social networking account, group, and fan page.
      ii. Online Advertisements
         1. Must be approved by Dean Patterson and the Elections Committee
         2. Must not exceed the costs of the finance expenditure guidelines set forth by the Election Packet’s Rules and Regulations.
         3. If an online advertisement is used, a receipt must be printed and submitted with all other receipts.
iii. Mass Messaging
   1. Candidates are prohibited from mass messaging members of the student body through the Elon University email system or Moodle Accounts. Accounts prohibited include but are not limited to:
      a. All Students
      b. Class Affinity Accounts (i.e. Class of 2020)
      c. Academic course (Moodle) accounts
   2. Candidates may utilize organization email and Moodle Accounts if they are active members and have provided the Elections Committee Co-Chairs with written permission from leader of the account after the mandatory candidates meeting.

iv. E-Net
   1. Individual candidates or “tickets” may not post anything on E-Net.
   2. The Elections Committee will post election information and events for the entire student body on E-Net. 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, Presidential Debate)

v. Moseley Center Digital Posters
   1. Individual candidates or “tickets” may not post Moseley Center Digital Posters.
   2. The Elections Committee will post election and events for the entire student body on Moseley Center Digital Posters. This information includes but is not limited to:
      a. Candidate Names/Pictures
      b. Election dates and procedures
      c. Election events (i.e. candidate speeches, Presidential Debate)

b. If a candidate is accused of a violation of any of the online campaign regulations, their charges will be forwarded to the Elections Judicial Board.

F. Print Campaign Promotion
   a. Flyers and Posters
      i. Approval Process
         1. Posters must follow approval policy as noted in the Student Handbook.
      ii. Posting Policy
         1. Flyers may not be displayed prior to the Mandatory Candidates Meeting.
         2. Flyers may only be hung in approved places set forth by Elon University Posting Policy in the Elon University Student Handbook
         3. No more than one flyer/sign for one candidate or groups of candidates may be placed on one bulletin board
            a. All campaign flyers must be removed by midnight following the first day of the specified election. Flyers that are not removed will be removed by campus personnel and recycled.
         4. In the event that a candidate is not qualified or becomes disqualified during the election process, they must remove all posters
   b. Chalking Guidelines
      i. Candidates may not chalk at all prior to the Mandatory Candidates Meeting.
      ii. All chalking procedures must follow guidelines as stated in the Elon University Student Handbook.
      iii. Chalking is only permitted on natural gray concrete sidewalks that are subject to being washed by the rain.
      iv. Prohibited chalking areas include and are not limited to:
         1. Brick pathways around the campus
         2. Interior and exterior of all campus buildings
         3. Underneath overhangs/covered areas (i.e. outside of Belk Library)
         4. Rail Road Underpass
5. Town of Elon sidewalks  
   v. Candidates may not chalk within three feet of another candidate’s chalking.  
   vi. If there is a question as to whether or not a candidate can chalk in a certain area, they should consult the Elections Committee Co-Chairs prior to chalking.

c. White Board Marking  
   i. Candidates may write in corners of white boards in classrooms to promote voting/their campaign without direct approval.

If a candidate is accused of a violation of any of the print campaign regulations, their charges will be forwarded to the Elections Judicial Board.

G. Financial expenditures  
   a. Candidates must use personal funds for all election expenses. No University organization funds or resources may be used for election expenses  
   b. A candidate’s election expenses may not exceed the following:  
   c. At-Large Council  
      i. Candidates for this council may spend up to seventy-five dollars on the entirety of their campaign.

d. Campaign Finance Disclosure Statement  
   i. All candidates must provide a Campaign Finance Disclosure Statement.  
   ii. The statement must include the following information:  
      1. Receipts for materials purchases  
      2. Copies should be made of receipts containing campaign purchases  
      3. Documentation from Printing Center must be provided if candidate chooses to use Print Dollars/Phoenix Cash  
      4. Explanation of what materials were used for in campaign  
   iii. All candidates must submit a Campaign Finance Disclosure Statement by the time and date given by the Elections Committee Co-Chairs at the Mandatory Candidates Meeting.  
   iv. If candidate plans on spending money, they should provide written documentation of their intent to the Elections Committee Co-Chairs.  
   v. If a candidate plans to spend money after the Campaign Finance Disclosure Statement is submitted, they must inform the Elections Committee prior to the deadline and turn in the receipts when purchases are made.  
   vi. Failure to provide a Campaign Finance Disclosure Statement by the established deadline will result in a candidate’s disqualification.  
      1. Extenuating circumstances will be assessed on a case-by-case by the Elections Committee Co-Chairs  
   e. All financial information will be filed by the Elections Committee and made available to anyone who requests the information.  
   f. Exceeding Financial Limits:  
      i. If a candidate declares that they has exceeded the financial limit of their position to the Elections Committee, the Election Judicial Committee will determine whether or not the offense should result in disqualification.  
      ii. The Elections Committee Co-Chairs will file an Honor Code Violation against any candidate that exceeds financial limits and does not declare so to the Elections Committee.  
   g. No Donations from any group or individual may be given to candidates running for Executive, At-Large, or Academic Councils.

H. Filing an Elections Complaint  
   a. Electronic Campaign Complaint  
      i. Provide screenshot of any Facebook/ Instagram/Myspace/ Twitter Online Community/E-Net violation and reasoning behind the complaint to the Elections Committee Co-Chairs via email as soon as possible.
ii. Provide a copy of any evidence of mass messaging to the student body and reasoning behind the complaint to the Elections Committee Co-Chairs via email as soon as possible.

iii. Provide a picture of any Moseley Digital Poster violation and reasoning behind the complaint to the Elections Committee Co-Chairs via email as soon as possible.

iv. The Elections Judicial Board will review the complaint and respond in a timely manner.

b. Print Campaign Complaint

i. Provide a copy of any flyer or poster not following guidelines in the Student Handbook to the Elections Committee Co-Chairs as soon as possible.

ii. Provide a picture of any flyer or poster hanging in an unapproved area and reasoning behind the complaint to the Elections Committee Co-Chairs via email as soon as possible.

iii. Provide a picture of any Chalking violation and reasoning behind the complaint to the Elections Committee Co-Chairs via email as soon as possible.

iv. The Elections Judicial Board will review the complaint and respond in a timely manner.

I. Elections Committee and Elections Judicial Board

The Elections Committee is responsible for the administration of all SGA elections. The decisions of the Elections Committee are final.

The SGA Elections Committee will meet one month before any election and then weekly after the initial meeting until the election.

a. Responsibilities:

i. Carrying out its business as stated in the Constitution.

ii. Writing the election candidate application.

iii. Notifying the Student Body of elections in cooperation with the Public Relations Committee.

iv. Holding an informational seminar for the candidates.

v. Setting dates for the election and due dates of applications.

vi. Carrying out the elections.

vii. Counting and verifying the ballots.

viii. Notifying the President of the results who will inform the Student Body.

ix. Writing legislation that pertains to issues in regards to election procedure.

x. Performing other duties as requested by the Executive Officers and the SGA Advisor.

b. Members are the members of the SGA Senate and as stated in the Constitution.

J. Elections Judicial Board

a. Members

i. Must be made up of at least four members of the Elections Committee

ii. In the event that the Elections Judicial Board does not have quorum and a decision must immediately be made, a temporary board of four senators, one of which must be a member of the Elections Committee, may be selected by the Elections Committee Co-Chairs.

b. Purpose

i. The Elections Judicial Board will serve as the judicial body to review infractions or charges brought forth against a candidate.

ii. The Elections Judicial Board will conduct their proceedings consistent with procedural guidelines set forth by the Student Government Association Judicial Board.

iii. The Elections Judicial Board will decide responsibility for any and all allegations and will assign sanctions including, but not limited to:

   1. an official warning
   2. disqualification from election
   3. a filing of an Honor Code violation with the Office of Judicial Affairs Elections Committee

K. Elections Packet

a. The Elections Packet will:

i. Consist of position requirements and obligations, election procedures, candidate responsibilities, Elections Judicial Board rules, and rules of candidacy for Student Government Association Elections
ii. The Elections Packet will be made available to all students running for positions in Moseley 213 or online through the SGA university website.

**ELECTIONS COMMITTEE - CONTACT INFORMATION**

Elections Committee Co-Chair: Jordan Lockhart  jlockhart3@elon.edu  336.278.7254 | SGA Office

Elections Committee Co-Chair: Erik Euler  eeuler@elon.edu  336.278.7254 | SGA Office

**IMPORTANT DATES TO REMEMBER**

1. **What**: ELECTIONS PACKETS DUE  
   **When**: Monday, February 6th, at 5pm  
   **Where**: Moseley 213

2. **What**: MANDATORY All-Candidates Meeting with Committee Co-Chairs  
   **When**: Monday, February 6th, at 5pm  
   **Where**: Moseley 215

3. **What**: Speeches  
   **When**: Thursday, February 16th, 2017  
   **Where**: TBA

4. **What**: Open Residence Hall Campaigning  
   **When**: Sunday, February 19th from 4pm-6pm

5. **What**: Electronic Elections  
   **When**: Begin Monday, February 20th at 9 am  
   **End**: Tuesday, February 21st at 5pm

6. **What**: Election Results Announcement  
   **When**: Tuesday, February 21st at 6 pm  
   **Where**: Student Center

7. **What**: First SGA Meeting  
   **When**: Thursday, April 6th at 7:30pm  
   **Where**: Moseley 215

**SGA Retreat- TBA**