



Elon University

**Student Government Association
Elections Packet
Spring 2019**

CANDIDACY STATEMENT via PhoenixConnect

I, _____ announce my candidacy for the office of

_____.

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 disciplinary standing (not on disciplinary probation or higher) with Elon University before during and after campaigning, as specified in Article III of the SGA Constitution. My electronic signature signifies that I authorize the advisor of the Student Government Association 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 this Elections Packet. By electronically signing this application, I agree to uphold all rules and regulations specified within this packet.

AVAILABLE POSITIONS (Spring 2019 Elections)

- A. Student Body
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- B. Senior Class (2020)
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Senator (2)
- C. Junior Class (2021):
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Senator (2)
- D. Sophomore Class (2022)
 - 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 responsible for all SGA meetings and functions 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.

- b. Each member of the Senate shall be a member of at least one committee.
- c. Class Treasurers automatically serve on the Finance Committee.
- d. Class Secretaries automatically serve on the #OnePhoenix Committee.
- e. Each member shall be responsible for other required activities as outlined by the Elon SGA Bylaws (Senate Rules).

ELECTIONS PROCESS

- A. Instructions for Filing an Election Application:
 - a. Complete the application and candidacy statement as directed on PhoenixConnect
 - b. All application materials must be completed and submitted by 5:00 PM on Wednesday, February 27th, 2019
 - c. **ABSOLUTELY NO LATE APPLICATIONS WILL BE ACCEPTED**
 - d. Candidates may not begin campaigning until after the Mandatory All-Candidates Meeting
- B. Candidates must declare their candidacy for a specific position by the application deadline. Once the deadline closes, a student may not change or alter the position for which they are running.
- C. Mandatory All-Candidates Meeting:
 - a. There will be a mandatory meeting of ALL candidates on February 27th, 2019 at 5:15pm in Global Commons 103
 - b. **IF YOU DO NOT ATTEND THIS MEETING YOU WILL NOT BE ALLOWED TO RUN FOR OFFICE.** Should you have a conflict, please email the Elections Co-Chairs at your earliest convenience with evidence of your absence. Please see Rules and Regulations Section A., Subsection d. for more information
 - c. Electronic ballot photos will be taken at this meeting. Please dress in business casual. If you are unable to attend the meeting, you must schedule a time to have the Elections Committee Co-Chairs take your picture; submitted pictures will not be allowed
 - d. Candidates may only begin officially campaigning (i.e., social media posts) after the Mandatory All-Candidates Meeting
- D. Elections will begin on Wednesday, March 13th, 2019 at 9:00 am and continue until 5:00 pm on Thursday, March 14th, 2019. All voting will be conducted through Elon University's web-based voting system (PhoenixConnect)
- E. Elections Results will be announced at 6pm on Thursday, March 14th, 2019 in the Moseley Student Center
- F. New senators will take their oath of office on Thursday April 4th, 2019 at 7:30pm in Moseley 215. This will also be the first required Senate meeting for those elected
- G. Executive Officers will take their oath of office on Tuesday, March 19th, 2019 at 5:30pm in Upstairs Lakeside. The Senate Retreat will be held in September.

RULES AND REGULATIONS

A. Mandatory All-Candidates Meeting:

- a. The Mandatory All-Candidates Meeting will take place on February 27th, 2019 at 5:15pm in Global Commons 103. All candidates are required to attend the Mandatory All Candidates Meeting, an information session hosted by the Elections Committee Co-Chairs
- b. Candidates will be made aware of campaign regulations
- c. Pictures will be taken at the meeting to accompany each candidate's name on the ballot. If you are unable to attend the meeting, you must schedule a time to have the Elections Co-Chairs take your picture; submitted pictures will not be allowed
- d. If a candidate is not present at the Mandatory All-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 or other University required conflicts

B. General Campaign Guidelines

- a. Campaigning may begin as soon as the Mandatory All-Candidates Meeting has taken place. However, if a candidate is deemed ineligible to serve on SGA the name will not be included on the ballot
- b. 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 Committee.

D. 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 Friday, March 1st 2019 at 5pm
 - 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
 - iii. The speeches will be recorded on March 7th, 2019 at 7:30pm in TBD or another location designated by the Elections Committee Co-Chairs. Speeches will be posted by Student Media Outlets

E. Executive Candidates Forum

- a. Participating in a Candidates Forum is optional, yet strongly encouraged for all Executive Positions and will be held on March 11th at 6pm, or at the discretion of the Elections Committee Co-Chairs and the committee, at 6pm in TBD. The forum shall be no longer than one hour.

- b. The Forum shall be moderated by the Elections Committee Co-Chairs. The Co-Chairs will ask the candidates questions related to their respective positions and shall consult with the SGA Advisor about these questions.
 - c. The Forum shall also feature a Q&A session for the audience.
- F. Time Specifications for Speeches:
- a. Executive Office Candidates
 - i. Maximum six (6) minutes
 - b. At-Large Presidential Candidates
 - i. Maximum four (4) minutes
 - c. Other At-Large Position Candidates:
 - i. Maximum three (3) minutes
 - d. Academic Council Position Candidates:
 - i. Maximum three (3) minutes
 - e. Candidates running unopposed for any position:
 - i. Maximum three (3) minutes
- G. Electronic Campaign Promotion
- a. Online Groups
 - i. Facebook/Twitter/Online Communities
 - 1. Candidates may begin to campaign as soon as the Mandatory All-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. Advertisements must adhere to Elections rules and the Elon University Student Code of Conduct
 - 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 2021)
 - 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

3. Individual candidates or “tickets” may not post on E-Net
4. 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. Election dates and procedures
 - b. Election events (i.e. candidate speeches)

b. Moseley Center Digital Posters

- i. Individual candidates or “tickets” may not post Moseley Center Digital Posters
- ii. 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:
 1. Election dates and procedures
 2. Election events (i.e. candidate speeches)

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

H. Print Campaign Promotion

a. Flyers and Posters

i. Posting Policy

1. Flyers and posters must follow the posting policy in the *Student Handbook*
2. All campaign flyers must be removed by midnight following the closing of the specified election
 - a. Flyers that are not removed will be removed by campus personnel/Elections Committee and forwarded to the Elections Judicial Committee
3. In the event that a candidate is not qualified, they must remove all posters

b. Chalking Guidelines

- i. Candidates may not chalk at all prior to the Mandatory All-Candidates Meeting
- ii. All chalking procedures must follow guidelines as stated in the *Elon University Student Handbook*
- iii. Candidates may not chalk within three feet of another candidate’s chalking.
- iv. 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
 - d. If a candidate is accused of a violation of any of the print campaign regulations, their charges will be forwarded to the Elections Judicial Committee
 - I. 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 seventy-five dollars
 - c. 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 in a timely manner to the Elections Committee Co-Chairs
 - iv. If candidate plans on spending money, they should provide written documentation of their intent to the Elections Committee Co-Chairs prior to the purchase being made
 - 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.
 - d. All financial information will be filed by the Elections Committee and made available to anyone who requests the information
 - e. Exceeding Financial Limits:
 - i. If a candidate declares that they have 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
 - f. No donations from any group or individual may be given to candidates running for Executive, At-Large, or Academic Councils
 - J. Filing an Elections Complaint
 - a. Electronic Campaign Complaint

- i. Provide screenshot of any Facebook/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 Chair 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 Committee will review the complaint and respond in a timely manner
 - 1. Print Campaign Complaint
 - a. Provide a copy of any flyer or poster to the Elections Committee Co-Chairs as soon as possible
 - b. 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
 - c. Provide a picture of any Chalking violation and reasoning behind the complaint to the Elections Committee Co-Chairs via email as soon as possible.
 - d. The Elections Judicial Committee will review the complaint and respond in a timely manner

K. Elections Committee:

- a. Will meet once before any election and then as deemed necessary by the Elections Committee Co-Chairs
- b. Responsibilities:
 - i. Carrying out its business as stated in the Constitution and the Senate By-Laws
 - 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. Verifying the ballots and vote counts
 - 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
- c. Members are the members of the SGA Senate and as stated in the Constitution.

L. Elections Judicial Committee

- a. Members

- i. Must be made up of at least four members of the Elections Committee
 - ii. In the event that the Elections Judicial Committee 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 Committee will serve as the judicial body to review infractions or charges brought forth against a candidate
 - ii. The Elections Judicial Committee will conduct their proceedings consistent with procedural guidelines set forth by the Student Government Association Judicial Manual
 - iii. The Elections Judicial Committee 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
- M. Elections Packet
 - a. The Elections Packet will:
 - i. Consist of position requirements and obligations, election procedures, candidate responsibilities, Elections Judicial Committee rules, and rules of candidacy for Student Government Association Elections
 - ii. The Elections Packet will be made available to all students running for positions via PhoenixConnect

ELECTIONS COMMITTEE - CONTACT INFORMATION

Elections Committee Co-Chairs:

Rebecca Fliegel
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 336.278.7254 | SGA Office

Emily Cline
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IMPORTANT DATES SPRING 2018

1. What: ELECTIONS PACKETS DUE

When: Wednesday, February 27th, 2019, at 5pm

Where: PhoenixConnect

2. **What:** MANDATORY All-Candidates Meeting with Committee Co-Chairs & SGA Advisor

When: Wednesday, February 27th, 2019, at 5:15pm

Where: Global Commons 103

3. **What:** Executive Candidates Forum

When: Monday, March 11th, 2019 at 6:00pm

Where: TBA

4. **What:** Speech Drafts Due

When: Friday, March 1st, 2019, at 5:00pm

Where: Email

5. **What:** Speeches

When: Thursday, March 7th, 2019, at 7:30pm

Where: TBA

6. **What:** Open Residence Hall Campaigning

When: Sunday, March 10th, 2019, from 4pm-7pm

7. **What:** Electronic Elections

When: Begin Wednesday, March 13th, 2019, at 9 am

End Thursday, March 14th, 2019 at 5pm

8. **What:** Election Results Announcement

When: Thursday, March 14th, 2019, at 6 pm

Where: Moseley Student Center

9. **What:** Executive Officers Swearing-In

When: Tuesday, March 19th, 2019, at 5:30

Where: Upstairs Lakeside

10. **What:** First SGA Meeting

When: Thursday, April 4th, 2019 at 7:30pm

Where: Moseley 215

11. **What:** SGA Retreat **When:** September

Where: TBA