



THE UNIVERSITY OF ALABAMA

**Spring 2017**

**SGA Candidate Orientation**



# SGA Elections

- Common goal is to create an electoral environment characterized by:
  - Respect
  - Civility
  - Statesmanship
  - Honesty
  - Excellence
  - Fairness
- Reflect goals of Capstone Creed



# Information & References

- Vote.ua.edu
  - Important Dates to Remember/Deadlines
  - Violation forms
  - Financial Disclosure Forms
  - SGA Constitution
  - Elections Manual
  - Candidate updates
- Questions: email: [sgaelections@sa.ua.edu](mailto:sgaelections@sa.ua.edu)



# Important Dates

- Official campaign period
  - Start: Friday, February 24<sup>th</sup> at 8:00am
  - End: Tuesday, March 7<sup>st</sup> at 7:00pm
- Senate and Exec Forum: March 2 at 7pm
- Presidential Debate
  - Sunday, March 5<sup>th</sup> – Ferguson Ballroom



# Financial Disclosure

- Qualtrics form online at [vote.ua.edu](http://vote.ua.edu)
- Spending limits:
  - \$1,000 Pres., \$800 for exec offices & \$300 for senate
- Submit forms with complete receipts indicating contributions & expenses
  - Must be submitted even if expenses = \$0
- Due: March 3 and March 7



# Financial Disclosure

- 1<sup>st</sup> Form: Due Friday, March 3 @ 5:00pm
  - All expenses incurred from the start of campaigning through Friday, March 3rd
- 2<sup>nd</sup> Form: Due Tues., March 7 @ 5:00pm
  - All expenses incurred from March 4 through Tuesday, March 7st
- Scan or take picture of receipts & attach to Qualtrics form



# Campaigning

- Campaigning or distributing materials in on-campus buildings is not allowed
  - Academic bldgs.: public bulletin boards are allowed
  - Ferguson Center and Plaza – open space
- No chalking
- No adhesive stickers
- Crimson Ride buses = no campaigning
- SGA Office & SGA functions = no campaigning
- UA Drone/Unmanned Aircraft Policy



# Campaigning

- Unsolicited bulk emails are not allowed
  - Must “opt-in” or ask to receive messages
  - No Blackboard or E-learning lists
- Election Day
  - No organized polling locations allowed
  - 25 ft. away from buildings





# Campaign Materials

- No UA emblems, logos, or copy written materials can be used on publicity/ads
  - T-shirts are okay
- Maximum size for printed materials: 8.5” x 14”
- Yard Signs
  - Senators will be designated an area outside their college
  - Executive offices will be designated areas on the quad
- Read the manual



# Printed Materials

- Printed materials will be defined as flyers, hand bills, post cards, buttons, small printed promotional items.
- A table is not required to distribute printed materials (as defined above).
  - Need GUP if any type of food is being distributed
- The Elections Manual & Grounds/Facilities Use guidelines must also be followed including:
  - No materials may be distributed inside UA buildings or residence halls.
  - Distribution must be at least 25 ft. away from the entrance to UA buildings
  - The distribution must be conducted in a way that does not impede with free and unimpeded pedestrian and vehicular traffic or disturb or interfere with normal academic, administrative, or student activities.
  - Any litter comprised of the material being distributed must be collected and properly disposed of by the person or organization distributing the printed material.



# Campaign Materials

- Material posting must follow University Space & Grounds Use guidelines
  - Flyers can't be taped to the ground, poles or walls
- A copy of all materials **must be emailed** to [sgaelections@sa.ua.edu](mailto:sgaelections@sa.ua.edu) and [klmallory@crimson.ua.edu](mailto:klmallory@crimson.ua.edu) before distribution
  - Flyers/campaign materials are not approved in advance
  - Kept on file for reference

# Yard Sign Guidelines

- \* All signage should be placed using the approved UA standard sign frame located at University Printing, Barnwell Hall.
- \* Signs should be a standard size of 18x24 inches or smaller.
- \* All requests for signage should be accompanied with a map denoting requested area for placement and a sample of the content to be posted.
- \* The total number of signs per event should not exceed 20.
- \* All signage should be dated with date of the event.
- \* Signage is permitted to be placed 72 hours prior to an event and should be removed within 24 hours of the event to avoid being charged for removal and clean up. If the signage is not advertising an event then the signage must be removed four days after initial installation.
- \* Signs are not permitted in flower or mulch beds, and they must not impede vehicular or pedestrian traffic.
- \* Signs are not permitted in front of Rose Administration, the President's Mansion or Denny Chimes.
- \* Signs of Political Nature or advertising a commercial product are not permitted on campus.

Questions regarding this policy should be directed to the Office of the Assistant Vice President of Facilities and Grounds, contact: Donna McCray, 348-6777.



# Campaigning – Social Media

- Candidates may utilize the following for campaigning:
  - Facebook ®
  - Instagram ®
  - Periscope ®
  - Snapchat ® (excluding geo-filters)
  - Twitter ®
  - You Tube ®
- Features must be a free service open to all candidates (no sponsored or boosted posts)
- Stand alone websites are not allowed



# Campaigning – UA Housing

- Fliers must be approved through the main Housing office
  - Email flyer to Janine Gascoigne [jmgascoigne@sa.ua.edu](mailto:jmgascoigne@sa.ua.edu) for approval
- Candidates are not allowed to post their own material in the residence halls
  - All fliers must be posted by HRC staff
  - If approved, flyers delivered at least 2 days before posting to the main Housing Office at Presidential.
- Door-to-door distribution or solicitation is prohibited.



# On-line Elections

- March 7<sup>st</sup> from 7:00 am – 7:00 pm
- On-line through myBama.ua.edu
  - Look for Vote Here button on Main Page
- Vote receipt will be sent via email to Crimson email address
- Write-ins are allowed
- Mobile voting stations, laptops or polling locations on or off campus **are not** allowed.



# On-line Elections – Ballot Specifics

- Ballot listing = first name & last name
- Ballot positions are randomized by the online voting system
- Sample ballot listing will be posted on [vote.ua.edu](http://vote.ua.edu) by March 3, 2017
- All candidates should review the ballot name & advise the Elections Board of any errors in the listing





# On-line Elections – Write-in Votes

- Write-in votes are permitted in SGA Elections
- Students must type in First Name & Last Name of the preferred candidate
- Any write-in votes cast for a candidate whose name is listed on the ballot will not count towards the candidate vote total.



# Filing an Elections Violation

- Qualtrics form at <http://vote.ua.edu>
- Filing a violation
  - Prefer within 2 business days of alleged violation
  - Statute of limitations = 2 months after Election Day
- Required information:
  - Who was involved
  - What happened
  - Where it occurred
  - Other known, relevant information or witnesses



# New Items for Spring 2016

- Candidate Kickoff Forum – Cancelled
- Candidate Pictures at this meeting
- Budgets
- Yard Signs
  - Allowed in specific areas by Elections Board via Elections Board Grounds Use Permits
- Ferguson Center and Plaza – open space
- Definition section/ FAQ
- Penalties outlined



# Spring SGA Elections

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  - Respect
  - Civility
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  - Excellence
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# A Campaigning

## Thought for the Day...

- If in doubt, email the Elections Board first before proceeding with a unique campaign or promotional idea
- Questions: [sgaelections@sa.ua.edu](mailto:sgaelections@sa.ua.edu) and [klmallory@crimson.ua.edu](mailto:klmallory@crimson.ua.edu)