
THE UNIVERSITY OF ALABAMA
STUDENT GOVERNMENT ELECTIONS MANUAL
Spring 2017



PREAMBLE

The primary purpose of the Student Government Election Manual of The University of Alabama is to provide guidelines to ensure honest, fair, open elections for all who are involved. In upholding its responsibility to the Student Body, the Election Board will endeavor to hold candidates to the highest level of accountability for their actions or actions on their behalf.

CONTACT INFORMATION

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Chair Email: klmallory@crimson.ua.edu

CAPSTONE CREED

“As a member of The University of Alabama community, I will pursue knowledge, act with fairness, integrity and respect; promote equity and inclusion; foster individual and civic responsibility; and strive for excellence in all I do.”

GENERAL INFORMATION

I. Date/Times

- A. The Student Government Association Spring Election will be take place on Tuesday, March 7, 2017 from 7:00 am to 7:00 pm.
- B. The Student Government Association Elections will be conducted using an online ballot. As such, no absentee ballots will be utilized.

II. Mandatory Meetings

- A. Mandatory Candidate Training & Orientation Sessions will be conducted from 6:00-7:00 PM on Monday February 20, 2017 and Tuesday February 21, 2017 in the Ferguson Ballroom. Candidates and campaign managers.
 - a Top five from each campaign must attend one of the training sessions.
- B. Official candidate headshots for SGA election material will be taken at these meetings.
 - a These photos will be used for candidate profiles in official marketing materials by the SGA Elections Board.
 - b Candidates are permitted to use their own photos for campaign purposes.

- i Photo sessions and associated costs are exempt from campaign finance disclosure calculations.
- C. Individuals not able to attend one of the mandatory meetings must submit notification of a valid excuse by 5:00 PM on Sunday, February 19, 2017 to sgaelections@sa.ua.edu AND kmallory@crimson.ua.edu and will then be contacted on an individual basis.

III. Definitions

- A. Campaigning – Campaigning for the purposes of the Student Government Association Elections is defined as, but not limited to, any statement, speaking engagement, display, or distribution of any campaign material and/or activity that is intended to promote an individual candidate.
- B. Campaign Material – Campaign materials for the purposes of the SGA Elections shall be defined as any paraphernalia bearing the name of a candidate, including but not limited to flyers, literature, pamphlets, buttons, clothing, table tents advertisements, and electronic communication as defined in the 2016 Election Manual.
- C. Campaign Organization - The beginning organization stages of a campaign, including selection of Campaign Manager, campaign top five and campaign staff.
 - a Candidates are allowed to formally announce to **groups of which they are a member** that they are running for any position before the campaign period begins, for the sole purpose of recruiting for their campaign team.
 - b Candidates are prohibited from “campaigning” in the sense of asking members of organizations to vote for them until the official campaign period begins.
- D. Campaign Prep – Campaign prep for the purposes of the SGA Elections shall be defined as, but not limited to, any work done outside public eye to prepare for announcement of candidacy. This includes, but is not limited to, forming group messages for members of the campaign team, building social media platforms (not to be set to public until campaigning period begins), working and/or purchasing any campaign materials and photos, etc.
- E. Candidate Application – Interested students must submit an online application to declare their intent to run for a position. The application includes the preliminary budget form, identifying information, campaign top five, and the official “statement of intent,” which will be used on all official SGA postings regarding candidate platforms.
 - a Preliminary Budget – An initial comprehensive list of all expected expenses for the campaign period. This will be required at the time of candidate application submittal.
 - b Campaign Manager – Campaign manager for the purpose of the SGA Elections shall be defined as the chief spokesperson who coordinates, organizes, and is responsible for the actions of the candidate’s campaign.

- c Campaign Top Five – Campaign top five are the group of five people directly under a candidate helping with the campaign. This group, which includes the Campaign Manager, will be in direct contact with the SGA Elections Board at times and will be seen as official representatives of the candidate.
 - d Statement of Intent – A statement that is 250 words (Senate candidates) and 350 words (Executive candidates), which will be posted via candidate profiles on vote.ua.edu and the MyBama voting page during Election Day. The statement must answer these three questions:
 - i Who are you? (This includes basic information, campus involvement, etc.)
 - ii Why are you running?
 - iii What are you running on? (Platform overview)
- F. Campaign Kick-off – The official forum held in which all candidates or a specified representative must be present to allow members of the student body to communicate and ask questions of all candidates running.
- G. Campaign Stop – A campaign stop shall be defined as any public activity on the part of candidates that demonstrates involvement in the election process, disseminates the views and platforms of a particular candidate, and/or actively solicits votes or support from members of the student body. The date, time, and location of a campaign stop that involves amplified sound, structures/tables or food must have prior approval from the Office of the Dean of Students and must conform to guidelines for campus demonstrations as listed in the Campus Grounds Use policy. A campus Grounds Use Permit may be required for a Campaign Stop. A campaign stop may feature the use of campaign material so long as it conforms to guidelines pertaining to the content and location of said materials as outlined elsewhere in the Election Rules and Procedures.
- H. Final Budget – A final comprehensive list of all campaign expenses. This will be due at the start of the official campaign kick-off forum.
- a Photo sessions and costs associated are exempt from campaign finance/budget disclosure calculations.
- I. Financial Disclosure Reports – Two separate reports to be submitted on specified dates to the Elections Board in which a candidate provides accurate and correct information verifying all donations received by the specified date, as well as any expenditure of funds by the candidate. This documentation is to be submitted in addition to all other documentation required by the Elections Board.
- J. Electronic Communication – The University of Alabama (“University”) computer network, equipment, and resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of these computer resources is governed by federal and state law and University policies.
- a. The use of computer accounts is subject to the following terms and conditions:

- i. The use must not involve sending of soliciting chain letters, nor may it involve sending **unsolicited bulk mail messages** (e.g., “junk mail,” or “spam”).
- K. Eligible Voters – For purposes of the SGA President, SGA Vice Presidents, SGA Executive Secretary and Senate elections, any graduate or undergraduate student, currently enrolled at The University of Alabama is eligible to vote.
- L. Sanctions – Penalties or punishments imposed upon individuals or organizations for violations of the Elections manual. (see Article VI. Sanctions & Section 3)

ARTICLE I
ELECTION TIMETABLE

Section 1. Selection of Election-Related Dates and Deadlines

- A. The Elections Board shall be in charge of setting all dates of the election-related events listed in this section subject to any further provisions of the Election Manual. All deadlines and dates that are relative to filing, campaigning, and election days for the fall and Spring Student Government Elections shall be declared by the Chair of the Elections Board.
- B. Once the dates have been set, the Chair of the Elections Board will immediately deliver this information to Student Media, the SGA President, the Student Senate, and the Student Judicial Board.

Section 2. Announcement of Elections

- A. The Elections Board shall:
 - a. Issue a Press Release at least seven (7) class days prior to the opening of the filing period for Fall & Spring Elections; and
 - b. Issue appropriate widespread campus wide announcements, including but not limited to broadcast emails, advertisements in the *Crimson White* and notices in UA Student News
 - i. The announcement shall list the following:
 - a. Positions to be filled in the election
 - b. Dates for the opening & closing of the filing period
 - c. Time & place that a person may file for office
 - d. Dates of the Election and any run-off; and
 - e. Name & contact information for the Chair of the Elections Board

Section 3. Filing Candidate Application

- A. A person shall file as a candidate by:
 - a. Filing his/her intention for candidacy by completing registration with the Elections Board during the filing period; and
 - b. Verifying his/her eligibility by the Election Board

- B. Once a student has filed for a certain office, he/she may not change to any other office. The student may either run for the position for which he/she originally filed for, or may withdraw from the race completely.

Section 4. Qualifying

A. Candidate Eligibility

- a. A qualified student is any full-time student that is in good academic and disciplinary standing (defined as no academic or disciplinary probation in force) and meets the University-mandated requirements for officers of registered student organizations.
 - i. Full time student is defined as the following:
 - 1. Undergraduate students: 12 semester hours
 - 2. Law students: 12 semester hours
 - 3. Graduate students: 9 semester hours
- b. All candidates shall only be permitted to run for one elected position in the Student Government Association per election period.

B. Candidate Eligibility – SGA Senate

- a. Undergraduate students: overall cumulative GPA of not less than 2.30 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
- b. Law students: overall cumulative GPA of not less than 2.50 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
- c. Graduate students: overall cumulative GPA of not less than 3.00 on a 4.00 scale. Candidates must have earned at least nine (9) credit hours from UA.
- d. Any graduate or law school candidate whose undergraduate degree was earned from UA is exempted from the credit hour requirement as long as his/her undergraduate GPA at UA was at least a 2.30 on a 4.00 scale and has the appropriate graduate or law school GPA.

C. Candidate Eligibility – SGA Executive

- a. Undergraduate students: overall cumulative GPA of not less than 2.30 on a 4.00 scale. Candidates must have earned thirty-six (36) credit hours with at least twelve (12) credit hours at UA.
- b. Law students: overall cumulative GPA of not less than 2.50 on a 4.00 scale. Candidates must have earned at least twelve (12) credit hours at UA.
- c. Graduate students: overall cumulative GPA of not less than 3.00 on a 4.00 scale. Candidates must have earned at least nine (9) credit hours from UA.
- d. Any graduate or law school candidate for executive office whose undergraduate degree was earned from UA is exempted from the credit hour requirement as long as his/her undergraduate GPA at UA was at least a 2.30 on a 4.00 scale and has the appropriate graduate or law school GPA.

D. Candidate Eligibility – SGA Executive Vice President

- a. Candidates for Executive Vice-President must meet the qualifications for Executive Office as stated in Section 4-C in addition to the following:
 - i. Candidates must be rising seniors with undergraduate graduation scheduled during the academic year of the conclusion of their term of office.

- ii. An elected Executive Vice-President that fails to graduate at the end of their term of office will be ineligible from running or serving in another executive office.
- E. Candidate Eligibility – Homecoming Queen
 - a. Currently enrolled, full-time student.
 - b. Minimum 2.500 cumulative GPA.
 - c. Total of 48 credit hours with at least 24 hours earned at UA.
 - d. Must be sponsored by a registered student organization.
- F. After the closing of the filing period, the Elections Board shall submit the appropriate information for each potential candidate for verification.
- G. Once the information is received by the ex-officio staff member on the Elections Board, he/she shall report to the full Elections Board with a listing of filed candidates, and whether or not each is qualified.
- H. After any amendments and final approval by the Elections Board, the official list of qualified candidates will be posted outside of the Student Government Association Office and on the <http://vote.ua.edu> site and in the student newspaper. Appeals to the qualifying of candidates may be filed during this time.
- I. Appeals pertaining to academics and discipline should be addressed to the Office of the Dean of Students. All other appeals should be made to the Chair of the Elections Board.

Section 5. Meetings

- A. Non-mandatory
 - a. Informational Meeting – The Elections Board shall hold an Informational Meeting before Candidate Applications are due. The purpose of this meeting will be to provide the candidates with the Election Manual, along with a simple explanation of basic campaigning guidelines, and a general election timeline, in hopes of fully educating all potential candidates on basic election practices. This meeting is optional for all students/potential candidates.
- B. Mandatory
 - a. All candidates (including those running for re-election) and the Top Five Campaign staff members must attend a meeting appropriate to the office they are pursuing. These meetings are for the explicit purpose of informing the candidates of their potential duties, responsibilities, and expectations.
 - b. Each of these meetings is to be attended by a member of the Elections Board to ensure that the candidate stays for the meeting's entirety. Upon arrival, candidates must sign in with a member of the Election Board and also present a valid form of picture identification.

- c. In the event that candidates are unable to attend one of the mandatory scheduled instructional courses or meetings, the candidate must notify the Chair of the Elections Board before their mandatory scheduled meeting. If an extenuating circumstance occurs on the night of a meeting that causes a candidate to be unable to attend, the candidate must provide a written excuse to the Chair before the meeting. In any case where the candidate becomes excused, the appropriate meeting chair shall work with the Elections Board to determine alternate arrangements for the candidate. Multiple meetings can be held if deemed necessary.
- d. There should be ample time during a meeting to answer any questions candidates may have about their potential positions.
- e. If a candidate does not attend their appropriate meeting, this is considered a major violation. This individual will be disqualified and therefore no longer considered a candidate.

Section 6. Debates

- 1. Presidential Debate
 - a. A presidential candidate debate is to take place during the campaign term and is recommended to take place 1-2 nights before Election Day. The Spring 2017 Presidential Debate will be held on Sunday, March 5 from 6:00-8:00 p.m. in the Ferguson Ballroom.
- 2. Executive and Senate candidate forum
 - a. All other executive and senate candidates can participate in a separate forum each election cycle. The Spring 2017 Executive and Senate forum will be held on Thursday, March 2 from 7:00 – 9:00 p.m. in the Ferguson Ballroom.
- 3. Debate Partnership/Host
 - a. Any Source registered organization interested in becoming sponsor/host of the Presidential Debate or Executive/Senate debate must apply via Qualtrics form by February 15, 2017.
 - i. Organizations selected will be contacted by the Chair of the board to request further details into the type of debate format, questions, hosts, panel, etc.

Section 7. General Elections

- A. Fall Election – The Homecoming & Fall Election shall be held the Tuesday before Homecoming with a Run-Off election, if necessary, occurring on Wednesday of that same week.
- B. Spring Election – The General Election for the SGA Executive offices and SGA Senate shall be held during the month of March at the discretion of the Elections Board

Section 8. General Election Results

Regardless of filed complaints or appeals, the unofficial results of an election will be announced by the Elections Board in an appropriate campus location no later than 4:30 PM on the day after the election.

During the Spring 2017 Election, the Elections Board will be broadcasting the unofficial results via Facebook Live on the official SGA Facebook page.

Section 9. Contesting an Election -

Any student wishing to contest the results of a SGA election shall file a petition in writing with the Executive Secretary of the SGA within three full class days after the elections results are available. The Executive Secretary must notify the Student Judicial Board and the Student Elections Board within two full class days that a petition contesting the results of an SGA election has been filed. The hearing must be conducted by the Student Elections Board and appeals should be made in writing to the Student Judicial Board.

The following shall be grounds for contesting election results:

- Misconduct, fraud, or irregularity by any election official sufficient to change or place in doubt the result of a SGA election;
- Ineligibility of any person elected to the office in dispute;
- Receipt of illegal votes or rejection of legal votes in an amount sufficient to change or place in doubt the result of a SGA election;
- An error in the counting of votes or in the declaration of the result of an election sufficient to change or place in doubt the result of a SGA election;
- Any other cause sufficient to change or place in doubt the result of a SGA election.

Section 10. Certification of the Election

The candidate receiving the highest number of all votes tabulated for each student government position will be declared the winner of that election. If no complaints or appeals are registered by 4:30 PM within two (2) class days of the announcement of the election results, all election results shall be deemed final.

Section 11. Run-off Election

Except as otherwise provided in this Election Code, if no candidate in the General Election receives a majority of the votes cast, the two (2) candidates receiving the highest number of votes in said election shall be in a Run-off Election. The Run-off Election shall be held within three (3) to six (6) class days after the General Election.

Section 12. Run-off Election Results

The unofficial results of the Run-off Election shall be announced in the same manner as the results of the General Election.

Section 13. Validation of Run-off Election Results

If no complaints or appeals are registered by 4:30 PM within two (2) class days of the announcement of the Run-off Election results, all election results shall be deemed final.

Section 14. Preliminary and Final Budget Forms

Candidates will be required to submit a preliminary budget form at the time of filing their Candidate Application via Qualtrics due on Wednesday, February 15, 2017.

The final budget form will be due by start of the Campaign Kickoff Forum (the night before campaigning begins) on Thursday, February 23, 2017 via email to sgaelections.ua.edu.

1. Photo sessions and costs associated are exempt from campaign finance disclosure calculations.

Section 15. Financial Disclosure Forms

The first financial disclosure form is due the Monday prior to Election Day. The first form must include all contributions, expenditures and expenses incurred from the start of the official campaign period until the date of the filing at 5:00pm.

The second financial disclosure form is due at 5:00pm on Election Day. The second and final financial disclosure form must include all contributions, expenditures and expenses incurred after the first financial disclosure form until Election Day at 5:00pm.

ARTICLE II VOTING

Section 1. Ballots

- A. All Student Government Association Elections shall be conducted using an electronic ballot via the Internet under the procedure outlined in by Article VI of the SGA Constitution and the policy of the Elections Board.
- B. Ballot positions shall be randomized by the online voting system each time they are accessed.
- C. The candidate first name & last name shall appear on the ballot. No ticket affiliation, group name, phrase or slogan may be attached to a candidate's name on the ballot. The name that will appear on the ballot must be the same as submitted on the Statement of Intent.

- D. The Elections Board will post a sample candidate listing on the <http://vote.ua.edu> site for the purpose of correcting errors by 9:00 a.m., six (6) class days prior to the day of the election. If a candidate does not appeal any error on the sample listing by 5:00 p.m. that day, he/she loses his/her right to appeal on this issue.
- E. The Elections Board will post the final candidate listing on the <http://vote.ua.edu> site at least three (3) class days prior to the day of the election.
- F. Write-in votes shall be permitted in any Student Government Association Election; hence, a designated area on the electronic ballot must allow voters to be able to type in the first name and last name of their preferred candidate into the electronic voting system.
 - a. Any write-in vote cast for a candidate whose name is listed on the official ballot will not count towards that candidates vote total. Only votes cast for the candidate through normal voting procedures will be valid.

Section 2. Voting Identification

Each member of the Student Body as defined by the Student Government Constitution shall be entitled to vote in each race for which the Student Body Constitution, Bylaws, or other applicable rules entitles him/her to vote.

Section 3. Voting Requirements

An eligible voter must agree to the UA computer use policy in order to access the voting application upon login to myBama.

Section 4. Voting Apparatus

Students may vote from any voting apparatus, including but not limited to laptops, personal digital assistants or smart phones, with access to the internet using myBama.

Section 5. Voting Times

The voting system on election days, including referendum-only elections, shall be accessible from 7:00 AM to 7:00 PM.

Section 6. Online Voting System

Format and structure used by the Office of Information Technology (OIT) for online voting must be reviewed and approved by the Elections Board.

If an unforeseen abnormality occurs with the electronic ballot or voting system, the Elections Board will determine the action necessary to correct or make up for the abnormality.

If deemed feasible with the Office of Information Technology and the Elections Board, the period of time lost due to the abnormality may be made up by extending the voting period.

Section 7. Polling Stations and Locations

- A. A polling location, except public computer labs, shall be defined as a voting apparatus used by an individual other than the owner.
- B. Candidates or organizations may not set up mobile voting stations, laptops or polling locations around campus or solicit votes in on-campus buildings via mobile devices.
- C. No organized polling locations shall be allowed except those that may be administered by the Elections Board, including mobile voting stations, laptops or polling locations on or off campus.

Section 8. Votes to Win General Election

- A. Candidates for any executive shall be elected by a majority of votes cast. A majority of votes cast is equal to fifty percent of the votes cast plus one additional vote.
 - a. In the event that candidates for any executive office fail to receive a majority of votes cast, then a run-off election shall be conducted preferably one week later, but no later than twenty full class days after the election, for the two candidates that receive the largest percentage of votes cast.
- B. Candidates for Senate in each school or college shall be ranked in order of votes received from highest to lowest.
 - a. Based upon this ranking, candidates for Senate receiving the most votes shall be elected to represent their school or college.
 - b. The number chosen shall be equal to the apportioned senate seats for each school or college as defined in Article III, Section 2 of the SGA Constitution.
 - c. In the event of a tie in the number of votes received by candidates for Senate seats that results in a school or college surpassing the apportioned seats for that school or college, a tie will be broken by a run-off election that shall be on a date determined by the Student Elections Board.

Section 9. Election Fraud

Definition.

(A) Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process during the time leading up to and during the voting period.

(B) Elections fraud shall include the following acts, committed by the candidate or members of his or her campaign:

- (1) Attempting to vote or voting in place of another;

- (2) Attempting to procure or procuring – by the payment, delivery, or promise of money or other article of value – another to vote or vote for or against any particular candidate or ballot measure;
- (3) Attempting to procure or procuring – by the use of threats or intimidation – another to vote or vote for or against any particular candidate or ballot measure;
- (4) Retaliation for reporting election violations is strictly prohibited (see also UA Code of Student Conduct III. G.)
- (5) Attempting to make disparaging assertions with the intent to defame by slander, libel, or other injurious process against other candidates or campaigns.
- (6) Attempting to coerce a voter who is in the process of voting;
- (7) Or attempting to monitor or monitoring a vote who is in the process of voting
 - i No person shall violate the right to privacy in voting by observing how a student votes

ARTICLE III CAMPAIGNING PRACTICES

Section 1. Definition of Campaigning

- A. Campaigning for the purposes of the Student Government Association elections is defined as, but not limited to, any statement, speaking engagement, display, or distribution of any campaign material and/or activity that is intended to promote an individual candidate.
- B. The candidate is responsible for communicating campaign guidelines to their campaign team. Should any person campaigning for a particular candidate be found in any violation of any guideline, the candidate will be held responsible.
- C. Campaigning does not include reporting by media outlets of any referendum, petition, or constitutional amendment.

Section 2. On-Campus Campaigning Rules and Regulations

- A. E-mail and Electronic Communication
 - a. The University of Alabama (“University”) computer network, equipment, and resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of these computer resources is governed by federal and state law and University policies.

- b. The use of computer accounts is subject to the following terms and conditions:
 - i. The use must not involve sending of soliciting chain letters, nor may it involve sending **unsolicited bulk mail messages** (e.g., “junk mail,” or “spam”).
 - c. For the 2017 Fall Election, candidates may utilize Facebook®, Twitter®, Instagram®, You Tube®, Periscope®, and Snap Chat® (excluding geo-filters) as approved avenues of mass media campaigning. The use of social networking sites is limited to Facebook®, Twitter®, Instagram®, You Tube®, Periscope® and Snap Chat® (excluding geo-filters). No other website or app shall be utilized as a form of mass media campaigning.
 - i. The use of Facebook®, Twitter®, Instagram®, You Tube®, Periscope® and Snap Chat® (excluding geo-filters) as campaign tools shall be open to all candidates and campaigns may utilize any feature of Facebook®, Twitter®, Instagram®, You Tube®, Periscope® and Snap Chat® (excluding geo-filters) for campaign purposes, provided that the feature is a free service available to all candidates.
 - 1 Note that the use of sponsored or boosted posts on any of the approved forms of mass media campaigning is strictly prohibited.
 - d. UA listserv(s) created for academic classes are strictly prohibited at all times. This includes the Blackboard system.
- B. The leader of any student organization, whose organization is not affiliated with the SGA and is registered with the University, may be contacted by any candidate via their e-mail provided on the UA Student Involvement & Leadership/Student Organization website for the sole purpose of requesting to speak at that organization's meeting to seek its endorsement
- C. Drones/Unmanned Aircraft Systems
- a. Campaign practices must abide by the UA Unmanned Aircraft Policy during the course of campaigning. The policy can be found at <https://www.ua.edu/about/policies/files/Policy%20on%20Drones%20and%20Unmanned%20Aircraft.pdf>
- D. Prohibition on Interference with Education
- a. Campaigning must not interfere with the educational life of the University. This includes but is not limited to the posting of campaign signs and/or posters in classrooms, and writing on chalkboards/whiteboards or similar devices.
 - b. **No campaigning shall be allowed inside any University building** or within twenty-five (25) feet of any entrance to a University building.
 - i. Specifically exempt are candidate organizational meetings and meetings of registered student organizations and the Ferguson Center and Plaza.
- E. The Student Government Association Office and all SGA functions not expressly intended as election campaigning activities shall be considered neutral ground and campaigning is strictly forbidden (SGA Code of Laws 910.4).

F. Campaigning Guidelines

a. Campaign Material

- i. Campaign materials for the purposes of the Student Government Association elections shall be defined as any paraphernalia bearing the name of a candidate, including but not limited to flyers, literature, pamphlets, buttons, clothing, table tents advertisements, and electronic communication as defined in the 2017 Election Packet.
- ii. Political signs that can be staked into the ground will be allowed in specified areas designated by the Elections Board with regards to the official Grounds Use Permits for the 2017 Fall Elections.
- iii. Any type of self-adhesive material (stickers, etc.) are strictly prohibited as campaign material.
- iv. Banners of any kind or size are strictly prohibited on campus as campaign material.
 - 1 Banners off campus may not exceed 4 ft. wide by 8 ft. long and must be included in campaign financial disclosures. Posting of banners must follow Tuscaloosa city ordinances for political signage.
- v. No campaign materials are to be taped to the campus grounds, including but not limited to doors, light posts, the ground, etc.
- vi. No UA emblems, logos, or copy written materials can be used on campaign materials.
 - 1 Students are allowed to be featured in photos that include copy written materials such as a T-shirt with "Bama" on it.
- vii. No chalking is allowed.
- viii. Students may begin distributing campaign materials at 8:00 AM on Friday, February 24, 2016.
- ix. Campaign materials for posting may not exceed 8.5 x 14 inches in size.
- x. Other activities may be deemed legal or illegal by the Elections Board. These activities will be presented in writing at the candidates' meeting prior to official campaigning.

G. Residence Hall Guidelines

The involvement of residence halls in the Student Government Association elections shall proceed with the goal of providing opportunities for residents to involve themselves in political

campaign activities while preserving the rights to privacy of those who choose not to participate.

- a. Contacts for speaking engagements must be made through the Area Coordinator. Guest speakers may enter the living areas of a residence hall only at the invitation of all residents of that particular living unit and only for speaking purposes.
- b. **Door-to-door solicitation for business, political, or other purposes is strictly prohibited in residence halls.**
- c. **Without proper prior approval, solicitation and posting is prohibited within the residence hall lobbies, common areas, or door-to-door.** If a party or group is interested in posting items in the residence halls follow this link for procedural information. http://housing.ua.edu/on_campus/marketing_info.cfm
- d. Candidates living in residence halls must observe the privacy of their roommates and suite mates by following the prescribed noise, visitation, and escort policies. Candidates may not monopolize phone or room use at the expense of other residents of that room, suite or apartment.
- e. Hanging items such as flags, banners, or signs out of or obstructing residence hall windows is prohibited.
- f. All campaign material and/or other literature distribution must comply with residence hall rules. Candidates may post on designated public bulletin boards.
 - i. Area Coordinators reserve the right to stop inappropriate campaigning in their respective halls. This includes, but will not be limited to, the removal of improperly placed campaign material.

H. Off Campus Campaigning

- a. Any candidates' materials posted in the City of Tuscaloosa must fully comply with the political sign regulations set forth by the City of Tuscaloosa. For more information <http://goo.gl/qjgb0j>
- b. Candidates are cautioned of campaigning off campus due to potential violations of city and county laws. Violation of solicitation policies of apartment complexes, condominiums, businesses, etc. could result in prosecution.

Section 3. Campaigning Ethics

- A. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with Student Government Association documents and the Student Code of Conduct.

- B. A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
- C. **No person shall offer anything tangible of value or make any threat to any voter to affect the student's vote. The term "anything tangible of value" does not encompass distribution of campaign materials of negligible value such as buttons or small promotional items.**
 - a Requiring a student to produce evidence of voting or voting for specific candidates, for example, through voting in front of someone, producing a photo of one's ballot or producing voter confirmation email, is prohibited.
 - i This includes but is not limited to offering any kind of incentive, positive or negative, in exchange for producing evidence of voting in general or voting for specific candidates.
 - 1 Sanctions for incentive violations can be imposed on candidates, students and/or Source registered organizations at the discretion of the Elections Board.

Section 4. Endorsements

- A. Any student organization that is registered with the University may publicly endorse any candidate for office providing that it is not on any type of probationary or provisional status with the University and that it has the prior approval of the candidate to be endorsed.
 - a In the spirit of The Capstone Creed, in order "to promote equity and inclusivity" among all candidates, when posting (digitally or physically) an endorsement of any candidate, organizations must include the following disclaimer at the top of each type of posting:
 - i **(Organization name) endorses (candidate name) for (insert position). Our members' votes are their own and they have the right to choose whether to vote and whom to vote for. We encourage all voters to research any and all candidates and to decide for themselves.**
- B. Endorsement from groups, organizations, or individuals outside the campus and its population is strictly prohibited. This includes local businesses or political parties.
- C. Members of the faculty are discouraged from engaging in campaigning on behalf of students or making statements in support of selected candidates in the classroom.

Section 5. Campaigning on Election Day

On Election Day, there shall be no active campaigning whatsoever inside of any on campus building or computer lab excluding the neutral ground within the Ferguson Center.

Section 6. Litter

Intentional littering of campaign materials of any kind shall be prohibited.

ARTICLE IV SPENDING LIMITS

Section 1. General Election Spending Limits for Executive Candidates

- A. SGA President: \$1,000
- B. Executive Vice President: \$800
- C. Executive Secretary: \$800
- D. Vice President, Academic Affairs: \$800
- E. Vice President, External Affairs: \$800
- F. Vice President, Financial Affairs: \$800
- G. Vice President, Student Affairs: \$800

Section 2. General Election Spending Limits for Senate Candidates A.

All Senate Candidates: \$300

Section 3. Run-off Election Spending Limits

The expenditure limits for a Run-off Election would be:

- A. Executive Office: \$75
- B. Senate: \$25

Section 4. Fall Election Spending Limits

- A. Homecoming Queen: \$350

Section 5. Campaign Finances

- A. Compliance with the spending limit is mandatory, and it is the responsibility of every candidate on the ballot. The Elections Board is responsible for validating and approving the records of all candidates. All financial information of the candidates is public record and the Elections Board will take caution that all reasonable confidentiality is protected regarding credit card and account numbers.
- B. A candidate's total expenditures shall include all goods and services purchased by or donated (including monetary or in-kind contributions) to a candidate or any supporter for use in the election or use in any way furthering that candidate's campaign. Candidates must provide all receipts and estimates, in addition to all contact information for all services provided.

- C. An in-kind contribution shall be regarded as anything contributed to a candidate other than money, excluding campaign volunteers. In-kind contributions for the use of campaign fundraising or printing of campaign paraphernalia must be reported and will count toward the maximum expenditure a candidate may spend. Receipts for these contributions must be submitted with expenditure reports.

The fair market value of a donated item or in-kind contribution shall be the value recorded on the final expenditure report. All goods and services shall be valued at the fair market value of that good or service. Barring a reasonable doubt, the Board will recognize the retail value paid for a good or service at its fair market value. The Board reserves the right to revalue a good or service in response to a complaint that the good or service is not reported at its fair market value.

Section 6. General Election Contribution and Expenditure Reports

- A. All candidates and campaigns are required to submit contribution and expenditure reports and receipts on forms provided by the Elections Board at the time of filing. This report must include:
 - a. All spending incurred during the specified time period for the campaign; and
 - b. A standardized report reflecting the origin of all campaign contributions on forms as provided by the Election Board.
- B. All candidates must submit contribution and expenditure reports on time even if no funds were raised or spent during that reporting period. The date & time that the report is received via email to sgaelections@sa.ua.edu will serve as the timestamp for the report.**
- C. The contribution and expenditure reports shall be public record after being reviewed by the Elections Board. Candidates must sign their reports and certify that they are accurate and complete.
- D. Deadlines for the contribution and expenditure reports are listed in the Election Timeline.
- E. Candidates shall not have any contributions or expenditures after the final contribution and expenditure report has been submitted on the day of the election.
- F. If a candidate fails to submit a contribution and expenditure report pursuant to Section 5.A on time and in full, the Chair of the Elections Board shall file a complaint against that candidate with the Elections Board within 24 hours.
- G. If the Elections Board finds that a candidate failed to file a contribution and expenditure report or filed a late financial report, the candidate shall be guilty of a violation of the Elections Code and be subject to an assessable penalty/sanction.

Section 7. Run-off Election Contribution and Expenditure Reports

Contribution and expenditure reports for the run-offs are to be received by noon (12:00 PM) the day after a Run-off Election. These reports shall be in the same fashion as the General Election Reports.

Section 8. Expenditures for Write-In Candidates

All write-in candidates who campaign, advertise or otherwise have expenses related to a campaign must comply with the same election regulations and file financial disclosure reports as registered candidates.

ARTICLE V REFERENDA OR AMENDMENTS

Referenda or Amendments

- A. The full text of the amendment(s) shall be published by the Executive Secretary online at the website of the Student Government Association at least two weeks prior to the referendum. The full text of the amendment(s) shall also be published in the *Crimson White*.
- B. "Full text of an amendment" shall be defined as the number of the amendment, the number of the bill, the question, and the amendment as outlined in the relevant bill.
- C. The number of the amendment and the question shall be displayed on the ballot.
- D. Each amendment must be ratified by two-thirds of the students voting on the amendments.

Complaints and Hearings

Filing a Complaint

- (A) Any student, faculty member, or staff member can file a complaint of an alleged election violation or election fraud.
- (B) To effect the election, any complaint of an alleged election violation must be reported via Qualtrics form (found on vote.ua.edu) with the Elections Board at any time up until two (2) business days following the conclusion of the final voting period for the particular race in question.
- (C) The statute of limitations to file a report of violation or complaint is 2 months from Election Day. A report may or may not directly change election results based on when the violation is reported.
- (D) Complaints of alleged election fraud filed outside of the time period mentioned above will be investigated appropriately and can lead to sanctions and further disciplinary action.
- (E) The person filing the complaint:
 - (1) Must state in the complaint who was involved, what was done, where the act occurred, and any other known, relevant information;
 - i If the above information is not provided, the board reserves the right to view the violation report as invalid and will move forward appropriately unless further information is provided.
 - (2) Must be informed that he or she may be asked to testify before the Elections Board or at any other level of the appeals process;
 - (3) And must be informed that his or her name could be made publicly available in accordance with governmental regulations at the time of filing the complaint.
- (F) The Elections Board, with reason to believe an election violation has occurred, may also begin an investigation in the same manner as if a written complaint had been received.
- (G) Submission of an alleged election violation does not automatically mean that a hearing will be held or that sanctions will be handed down by the Elections Board.

(H) It is a violation of the Elections Guidelines and the Code of Student Conduct (III.G) for any student to retaliate in any manner against a member of the University community who, in good faith, reports a suspected violation of the Code to University officials.

Response

- (A) The Elections Board shall, in a timely manner, inform the person filing a complaint of an alleged election violation or election fraud that the report has been received;
- (B) The Elections Board will send an email to candidates each business day during which campaigning is allowed, detailing any complaints received against them and the time at which the Elections Board will convene to consider the complaint.
- (C) The Elections Board may issue an electronic summons for a student or organization to appear for discussions about a case or for a hearing in a pending case. The summons may include an order to produce records which may be helpful in the course of an alleged elections violation or election fraud investigation.
- (D) The Elections Board may conduct an investigation to determine if charges have merit under the Code of Student Conduct, at which time referral will be made to the Office of Student Conduct.
- (E) The Elections Board may conduct an investigation to determine if an election violation can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the candidates and the Elections Board, subject to the approval of the Elections Board Chairperson.
- (F) The Elections Board reserves the right to publish the findings of the violations online at vote.ua.edu and must inform parties involved that his or her name could be made publicly available in accordance with governmental regulations at the time of the investigation.

Hearings

- (A) The Elections Board shall convene to consider a complaint either on the day the complaint is filed but not more than two (2) business days after the complaint has been filed.

- (B) Hearings shall be conducted by the Elections Board according to the following guidelines. Student organizations shall have all the rights of students listed herein, which shall be exercised by the president of the organization.
- (1) Hearings normally shall be conducted in private.
 - (2) Admission of any person to the hearing shall be at the discretion of the chairperson of the Elections Board.
 - (3) In hearings involving more than one accused student, the chairperson of the Elections Board, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - (4) The accused student has the right to be assisted by any adviser he/she may choose, at their own expense. The adviser may be an attorney. The accused is responsible for presenting his or her own case, and, therefore, advisers have no right to speak or participate directly in any hearing before the Elections Board.
 - (5) The Elections Board and the accused shall have the privilege of presenting witnesses, subject to the right of cross examination by the other party and by the Elections Board.
 - (6) Pertinent records, exhibits and written statements may be accepted as information for consideration by the Elections Board at the discretion of the chairperson.
 - (7) All procedural questions, including those going to materials and testimony that will be presented during the hearing, are subject to the final decision of the chairperson of the Elections Board.
 - (8) After the hearing, the Elections Board shall deliberate in private and shall determine (by majority vote) whether the student is responsible for violating the Elections Code as cited.
 - (9) The Elections Board's determination shall be made on the basis of whether there is substantial information that the accused student violated the Elections Code.
 - (10) Reasonable efforts shall be undertaken to create a single verbatim record, such as a tape recording, of all hearings before the Elections Board. The record shall be the property of the University.
 - (11) Except in the case of a student cited with failing to obey the summons of the Elections Board or University official, no student may be found responsible for having violated the Elections Code solely because the student failed to appear

before the Elections Board. In all complaints, the information in support of the alleged violation shall be presented and considered.

- (12) Students who are deemed to have committed violations of the Code of Student Conduct will be forwarded to the Office of Student Conduct for immediate adjudication.

Sanctions

The following sanctions may be imposed upon any student found to have violated an election or campaign rule:

Warning – A written notice to the student to cease and/or correct the behavior

Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating additional election or campaign rules during the probationary period.

Loss of Privilege – Denial of specified privileges for a designated period of time.

Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Service – Community service assignments through a non-profit agency.

Disqualification from Candidacy or Office – Removal of candidate from either the election and/or from serving in office.

A candidate being charged with having violated the Elections Code may admit responsibility thereby eliminating the need for a hearing. In such cases, the Elections Board Chair will convene the Elections Board to determine sanction(s).

Elections Board Review

A decision that a student or organization is responsible for an election violation reached by the Elections Board or a sanction imposed by the Elections Board may be sent for review by a student to a Review Board within five (5) business days of the decision. Such reviews shall be in writing and shall be delivered to the Chair of the Elections Board or his or her designee.

Except as required to explain the basis of new information, a review shall be limited to review of the verbatim record of the initial hearing as well as supporting documents and

information relevant to the alleged violation and imposed sanction for one or more of the following purposes:

To determine whether the original hearing was conducted fairly in light of the alleged violations and information presented, and in conformity with prescribed procedures giving the accused student or organization a reasonable opportunity to prepare and to present a defense to the allegations of misconduct.

To determine whether the decision reached regarding the accused student or organization was based on substantial information, that is, whether the information presented was sufficient to establish that a violation of the Elections Code occurred.

To determine whether the sanction(s) imposed were appropriate for the violation for the Elections Code that the student or organization was found to have committed.

To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or acts were not known to the person being reviewed at the time of the original hearing.

Review of the sanction by the Review Board may not result in more severe sanction(s) for the accused student or organization. Instead, following the Review Board's decision, the Vice President of Student Affairs or other designee may elect to consider the relevant materials associated with the matter as well as the Review Board's decision, and uphold or reduce, but not increase, the sanctions imposed by the Elections Board.

Section 1. Violations of Spending Limits

Any candidate failing to file any report of campaign expenditures or contributions required by this Election Code or exceeding the limit on campaign expenditures set in this Election Manual shall be subject to any sanction outlined in the Elections Manual up to and including disqualification.

Section 2. Failure to Attend a Mandatory Meeting

Any candidate failing to attend at least one (1) of the mandatory candidate meetings shall be disqualified, unless:

- A. The candidate has made special provisions to notify the Chair of the Elections Board before their scheduled mandatory meeting, and the Board has therefore excused them; or B. The Elections Board has approved his/her absence due to extraordinary circumstances.

Section 3. Assessable Penalties for Candidates

The following system shall serve as the basis for protecting the fair and democratic elections process and the clarification of election violations unless already determined above:

- A. Minor Violations – These are clear violations against the Code, but do not appear to significantly impact the outcome of the Election.
 - a These violations include but are not limited to:
 - i Use of unsolicited bulk mail messages (Article III. Section 2A, Subsection b)
 - ii Use of prohibited social media or social media features (Article III. Section 2A, Sub-letter c)
 - iii Misuse of political signs (Article III. Section 2F, Subsection a.ii)
 - iv Use of self-adhesive material (Article III. Section 2F, Subsection a.iii)
 - v Campaign materials taped to campus grounds (Article III. Section 2F, Subsection a.v)
 - vi Use of unauthorized UA emblems, logos, or copy written material (Article III. Section 2F, Subsection a.vi)
 - vii Chalking (Article III. Section 2F, Subsection a.vii)
 - viii Exceeding campaign material size restrictions (Article III. Section 2F, Subsection a.ix)
 - ix Posting on non-designated public bulletin boards in residence halls (Article III. Section 2G, Subsection f)
 - x Failure to post endorsement disclaimer (Article III. Section 4Aai)
 - b Individuals or organizations committing minor violations shall be subject to this range of penalties including:
 - i Warning
 - ii Service (5-10 hours before semester end)
- B. Intermediate Violations – These shall be violations against the Code of which flagrant or intentional basis may not be determinable, which have the potential to impact the outcome of the Election. These may also be repeated minor violations.
 - a These violations include but are not limited to:
 - i Use of UA listservs (Article III. Section 2A, Subsection d)
 - ii Not abiding by UA Unmanned Aircraft policy (Article III. Section 2C)
 - iii Interference with educational life of the University (Article III. Section 2D)
 - iv Campaigning in SGA office or at SGA functions (Article III. Section 2E)
 - v Use of banners on campus (Article III. Section 2F, Subsection a.iv)
 - vi Early campaigning (Article III. Section 2F, Subsection a.viii)
 - vii Residence hall door-to-door solicitation (Article III. Section 2G.Subsection b)
 - viii Posting anything in residence hall windows (Article III. Section 2G, Subsection e)
 - ix Incompliance with off campus campaigning rules (Article III. Section 2H)
 - x Non-campus public endorsement (Article III. Section 4B)
 - xi Intentional littering (Article III. Section 6)
 - xii Campaign spending limits (Article IV. Section 5A)
 - xiii Failure to report/accurately report in-kind donations (Article IV. Section 5C)
 - b Individuals or organizations committing intermediate violations shall be subject to this range of penalties including:
 - i Probation
 - ii Loss of Privilege

- iii Service (11-25 hours before semester end)
 - iv Private/Public censure
 - v Suggestive, self-imposed sanction made by the group and agreed upon by the Elections Board
- C. Major Violations -- These violations are proven to be flagrant or intentional and are found to directly impact the outcome of the Election.
 - a These violations include but are not limited to:
 - i Election Fraud (Article II. Section 9B)
 - ii Campaign Ethics (Article III. Section 3C)
 - iii Failure to file financial disclosure and budget forms (Article IV. Section 6G)
 - iv Failure to attend mandatory meeting (Article VI. Section 2)
 - b Individuals or organizations committing minor violations shall be subject to this range of penalties including:
 - i Restitution
 - ii Disqualification
 - iii Service (25+ hours before semester end)
 - iv Disciplinary action with the Office of the Dean of Students, Student Judicial Affairs, Office of Student Conduct, etc.
 - v It is recommended that these violations receive maximum penalties or candidate disqualification.
- D. If individuals or organizations are found in violation of multiple and repeated offenses, the Elections Board may assess penalties on an increased scale.
- E. Any violations not specifically noted within the aforementioned system or in the given Item of any Section shall be judged on the basis of the nature of the violation and dealt with accordingly by the Elections Board and the Office of Student Conduct if needed.
- F. The Election Board and/or Student Judicial Board are encouraged to consider past precedent when distributing penalties.

Section 4. Penalties for Others

- A. If a person who is not a candidate or if an organization is found responsible for violating this Code, the person or organization shall be penalized by the Board in the manner deemed appropriate similar to the process outlined in Section 3.

Section 5. Report with the Office of the Dean of Students

The Board may direct the Chair of the Elections Board to file a report with the Office of the Dean of Students with the recommendation that the Office review the alleged offense of the candidates or others under the provisions of the Code of Student Conduct or other appropriate University rules (if the violation warrants it, according to the opinion of the Board.)

Section 6. Code of Student Conduct

A violation of the provisions of this manual may also constitute a violation of the University's Code of Student Conduct. A student or organization may face review and possible sanctions pursuant to the University's Code of Student Conduct in addition to any charges and/or sanctions outlined herein.

ARTICLE VII FREQUENTLY ASKED QUESTIONS

1. How should I campaign?
 - a. See Article III
2. When can I begin campaigning?
 - a. Students may begin distributing campaign materials at 8:00 a.m. on Friday, February 24, 2016.
3. What is a run-off election and who is in it?
 - a. A run-off election is if no candidate in the General Election receives a majority of the votes cast, the two (2) candidates receiving the highest number of votes in said election shall be in a run-off election. (Article I. Sections 11-13)
4. Who can vote in elections?
 - a. Any graduate or undergraduate student, currently enrolled at The University of Alabama is eligible to vote. (Article III. Definitions. F)
5. How to vote in an election?
 - a. Students may vote from any electronic device, including but not limited to laptops, personal digital assistants or smart phones, with access to the internet on MyBama.
6. How to find out the results of an election?
 - a. Unofficial results of an election will be announced by the Elections Board in an appropriate campus location no later than 4:30 p.m. on the day after the election
 - b. They will also be broadcast on Facebook Live via the official SGA Facebook Page.
7. Can I be a write in candidate if I missed the application period?
 - a. Yes, you must still follow all rules and regulations outlined in the Elections Manual.

ARTICLE VIII MISCELLANEOUS RULES

Section 1. Prohibition of Multiple Candidacy

No person may be a candidate for more than one (1) office established under, or elected under the authority of, the Student Government Constitution.

Section 2. Withdrawal from the Election

- A. If a candidate wishes to withdraw from an election, he/she must do so by meeting with the Chair of the Elections Board, in person, presenting a valid picture ID, and giving a written signed statement of his/her withdrawal.
- B. No person may withdraw from an election less than five (5) class days prior to an election.
- C. Should a withdrawn candidate's name be inadvertently placed on the ballot, he/she shall be considered to still have withdrawn and to be thus ineligible to win the election. The position will be awarded to the 2nd highest vote getter following the ineligible candidate.

Section 3. Breakdown/Appportionment of Student Senate Seats

The Senate shall consist of 50 senators. Senators shall be elected from each college as follows:

- A. One undergraduate Senate seat shall be apportioned to each degree-awarding college based on each full two percent of undergraduate enrollment in that college.
 - a. Each college containing an undergraduate or graduate population shall have at least two Senate seats.
 - b. Graduate students from each college containing a graduate enrollment shall together be represented by a number of graduate Senate seats apportioned based on each full two percent of Graduate enrollment in the University, excluding the Law School.
 - c. Students of the Law School shall be represented by a number of law Senate seats apportioned based on each full two percent of enrollment in the University, and shall have at least two seats.
- B. If the number of Senate seats distributed in accordance with Section 2, subsection A of this Section does not total 50, the remaining seats will be distributed by allocating one additional seat to those colleges coming closest to having an additional two percent until the total number of Senate seats allocated is 50.

Section 4. Vacant Seats in the Student Senate

Vacancies in the Senate shall be filled using the following procedure:

- A. A special election to fill a vacant Senate seat will be held in the college or school where the vacancy occurred; procedures for voting and identifying the successor senator will be those utilized in regular elections as specified in Article VI of the SGA Constitution.
- B. Special elections for Senate vacancies will be held every twenty full class days beginning from the first day of the fall semester until forty class days prior to spring SGA elections.
- C. At forty class days prior to the spring SGA elections, vacant Senate seats will remain unfilled and shall only be filled by candidates that qualify to run in the regular spring SGA election as specified in Article VI of the SGA Constitution.

ARTICLE VIII GENERAL PROVISIONS

Section 1. Accountability of the Election Code

- A. Every person who files for an office elected under the authority of the SGA Constitution and Bylaws shall receive a copy of this Election Manual (either print or an electronic copy) at the time of filing.
- B. All candidates and their volunteers shall be responsible for knowing its contents. Any questions concerning this code shall be addressed directly to a member of the Elections Board or the Elections Board Chair.

Section 2. Election Code and the Election Board

- A. The Election Board shall have the power to interpret and apply this Election Code.
- B. The Election Board shall meet at the discretion of the Chair to discuss improvements in the elections process and to decide upon election dates for the appropriate semester.

Section 3. Amendments to the Election Code and Effective Dates

Amendments to this Election Code and their effective dates may be made as specified in the Student Government Constitution.

ARTICLE IX GOVERNANCE OF ELECTIONS

Section 1. Responsibilities of the Elections Board

- A. The Elections Board shall have the following powers and responsibilities:
 - a. To serve as the administrative head of the election process
 - b. To remain impartial to any candidates participating in any election;
 - c. To execute the provisions of the Student Government Constitution relative to elections and all other provisions of this Code;
 - d. To have the authority to expend such funds as appropriated to the Election Board's use, with their consent;
 - e. To meet with the Office of Information Technology and establish guidelines for online voting procedure at least one (1) month prior to filing;
 - f. To submit a calendar with the days of the election time frame numbered two (2) weeks prior to the first day of filing; and,
 - g. To administer and set provisions for special elections where provided for in the

- Election Code and other Student Government documents; and,
- h. To ensure that the Board presents a defense if any of their decisions are appealed or if a complaint is filed against the Board.

Section 2. Election Board Appointments

- A. The Elections Board is comprised of:
 - a. Undergraduate student appointed by the SGA President
 - b. Undergraduate student appointed by the Academic Honor Council
 - c. Faculty member appointed by the Vice President of Student Affairs
 - d. Undergraduate students appointed by the Vice President of Student Affairs
 - e. Graduate or Law students appointed by the Vice President of Student Affairs
 - f. Ex-officio Staff member appointed by the Chair of the Student & Campus Life Committee
- B. The Chair of the Elections Board shall be a student and shall be elected by the members of the Board by a majority of votes.
- C. Members shall serve a term of one (1) academic year and will be appointed by the third week of the fall semester.
- D. If a vacancy occurs on the Election Board, the seat may be appointed by the Vice President of Student Affairs.
- E. Members of the Elections Board shall not be a currently elected official within the Student Government Association or a member of the Student Judicial Board.
- F. Members of the Election Board that wish to seek any elected position (e.g. Homecoming Queen, SGA Exec or SGA Senate) must resign immediately.
- G. Members of the Election Board shall remain politically neutral and shall be removed if they express any form of support for a particular candidate at any time.

Section 3. Election Board and Quorum

- A. A quorum of the Elections Board shall consist of the presence of a majority of the members.
- B. The Elections Board may not conduct business without the presence of quorum. If in the case of vacancy on the Elections Board, quorum shall consist of a majority of the total remaining seats.