

THE UNIVERSITY OF ALABAMA STUDENT GOVERNMENT ASSOCIATION
STUDENT ELECTIONS BOARD ELECTIONS MANUAL
Revised February 2021

The primary purpose of the Student Government Elections 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 Elections Board will endeavor to hold candidates to the highest level of accountability for their actions or actions on their behalf, using the Elections Manual as a guide. 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.

Candidates are reminded of the Capstone Creed and must adhere to the letter and spirit of the Creed in their campaigns:

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.

I. ELECTION TIMELINE

The Elections Board shall oversee setting all dates of the election-related events listed in this section subject to any further provisions of the Elections 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. Once the dates have been set, the Chair of the Elections Board will immediately deliver this information to the *Crimson White*, the SGA President, the Student Senate, and the Student Judicial Board.

The Elections Board shall issue a Press Release at least seven (7) class days prior to the opening of the filing period for Fall and Spring Elections; and issue appropriate widespread campus wide announcements, including but not limited to broadcast emails, advertisements in the *Crimson White* and notices in UA Student News. The announcement shall include the following: positions to be filled in the election, dates for the opening and closing of the filing period, time & place that a person may file for office, dates of the Election and any run-off, and name & contact information for the Chair of the Elections Board.

Once an election day is determined, the following guidelines will be used to set the election schedule:

- Twenty-one (21) class days prior to election—Election Timeline posted
- Seven (7) class days before filing period opens—Elections Board announces upcoming elections
- Weekly, after declaring intent—Candidates submit financial disclosures
- Two (2) class days after each disclosure is received—Elections Board posts financial disclosure statements
- Six (6) class days prior to election

- 9:00 a.m.—Elections Board posts sample candidate list
- 5:00 p.m. —Candidates must correct any errors on list
- Five (5) class days prior to election--Last day for candidates to withdraw
- Three (3) class days prior to election—Elections Board posts final candidate listing and sends to *Crimson White*
- Day after election by 4:30 p.m. —Unofficial results posted
- Three (3) class days after election—Results are final (if no complaints or appeals are still pending)

Elections Board determines reasonable dates for the following:

- Candidate informational meetings
- Debate/Forum sponsorship deadlines
- Official Campaign Period Start
- Candidate debates and forums (recommended timeline in elections manual)
- Specific deadlines for campaign finance disclosure forms (once per week from each candidate)
- Run-off election (recommended timeline in elections manual)

II. STUDENT ELECTIONS BOARD

The jurisdiction of the Elections Board is stated in the SGA Constitution as follows:

The Student Elections Board shall regulate SGA elections and campaigns. All rules and regulations of the Student Elections Board shall reside in the Elections Manual, which shall be pursuant to only this Constitution. The Student Elections Board shall hear election and campaign violation cases and issue decisions.

- A. All SGA elections shall be overseen by the Student Elections Board.
- B. Composition and Qualifications.
 - a. The Student Elections Board shall be composed of:
 - i. At least one student representative from each degree-granting college, totaling twelve (12) members
 - ii. The faculty/staff advisors for the Student Government Association Elections Board
- C. Undergraduate candidates must have a GPA from The University of Alabama of at least a 2.3 on a 4.00 scale. Undergraduate candidates must have earned at least twelve credit hours from The University of Alabama.
 - a. Law School candidates must have a GPA from The University of Alabama of at least a 2.50 on a 4.00 scale. Law School candidates must have earned at least twelve credit hours from the University of Alabama.
 - b. Graduate School candidates must have a GPA from The University of Alabama of at least a 3.00 on a 4.00 scale. Graduate School candidates must have earned at least nine credit hours from The University of Alabama.

- c. If a candidate has been found responsible for any past election's violations, whether as a candidate or as a part of a campaign team, they will not be allowed to serve on the Student Elections Board.
- D. **Selections.** Student Elections Board members shall serve terms of at least one year and shall be selected as follows:
 - a. An application will be posted to the SGA website the day following the Spring election and will remain open for ten (10) full class days.
 - b. A review panel comprised of the outgoing SGA President, Speaker of Senate, Chief Justice, Executive Vice President, and Attorney General will convene to review applicants and select the first six students to the new Student Elections Board, according to the guidelines outlined in subsection B.
- E. The Vice-President of Student Life will appoint the remaining six applicants to the Student Elections Board.
 - a. Names of the twelve (12) selected students will be forwarded to the Dean of Students office for approval.
 - b. The Dean of Students will review academic and disciplinary records of selected students.
 - c. Students who have open Student Non-Academic Misconduct or Academic Misconduct cases, or if they have unfinished sanctions from previous cases, are ineligible for the Student Elections Board.
 - d. If a selected student has a past academic or disciplinary record, it is up to the discretion of the Dean of Students whether or not to approve the selected student.
- F. Once approved, the Student Elections Board will elect a Chair of Elections Board from within its membership. The Student Elections Board will also elect an Assistant Chair from within its membership, who will till take the place of the Chair should the Chair be absent for any reason. These elections shall follow the most recently revised edition of *Robert's Rules of Order*.
- G. The Student Elections Board will serve their one-year term once selected until the following spring elections results are deemed final.
- H. **Jurisdiction.** The Student Elections Board shall regulate SGA elections and campaigns. All rules and regulations of the Student Elections Board shall reside in the Elections Manual, which shall be pursuant to only this Constitution. The Student Elections Board shall hear elections and campaign violation cases and issue decisions.
- I. The Student Elections Board shall issue decisions in accordance with this Constitution and any rules and regulations created by the Student Elections Board that reside in the Student Elections Board manual.
 - a. Panels of six (6) members and the Chair will preside over elections violations hearings and decisions.
 - b. Should a member of the Student Elections Board have a conflict of interest with the candidate responsible for a violation, i.e. be members of the same organization, etc., that member must recuse themselves from hearings.
 - c. Should the Chair of the Student Elections Board need to recuse themselves from a hearing, the Assistant Chair will preside over the hearing.

- J. The Elections Manual is to be revised once per term and must be completed one month prior to the date of the spring election.
- K. The Senate, the Executive Council, or both student bodies have the power to review the rules and regulations of the Student Elections Board and may request any opinion from the Attorney General on the constitutionality of those rules and regulations.
- L. Rulings and regulations of the Student Elections Board may be appealed to the SGA Judicial Board by any students at The University of Alabama. If the Judicial Board finds rulings and regulations of the Student Elections Board not in accordance with provisions of this Constitution or the Elections Manual, then the Judicial Board shall declare such rulings or regulations unconstitutional.
- M. A ruling or regulation of the Student Elections Board that has been ruled unconstitutional by the Judicial Board shall declare such rulings or regulations unconstitutional.
- N. The Student Elections Board shall forward hearings of elections and campaign violations that have issues pertaining to the Code of Student Conduct at The University of Alabama to the Office of Student Conduct.

To conduct business, a quorum of the Elections Board shall be present. A quorum shall consist of the presence of a majority of the members. In all official business, the Elections Board will follow the most recently revised edition of *Robert's Rules of Order*.

III. QUALIFICATION OF CANDIDATES

1. Candidates for elected SGA office shall be full-time students at The University of Alabama, meeting established qualification before the Election Day.
2. Legislative branch requirements
 - a. Undergraduate candidates for legislative seats must have at least a 2.30 GPA on a 4.0 scale (University of Alabama points only) and have earned 12 credit hours from The University of Alabama.
 - b. Law School candidates for legislative seats must have at least a 2.50 GPA on a 4.0 scale (University of Alabama points only) and have earned 12 credit hours from The University of Alabama.
 - c. Graduate student candidates for legislative seats must have at least a 3.00 GPA on a 4.0 scale (University of Alabama points only) and have earned 9 credit hours from The University of Alabama.
3. Executive branch requirements
 - a. Undergraduate candidates for Executive Branch positions must have at least a 2.3 GPA on a 4.0 scale (University of Alabama points only) and have earned 36 credit hours from The University of Alabama.
 - b. Law School candidates for legislative seats must have at least a 2.50 GPA on a 4.0 scale (University of Alabama points only) and have earned 12 credit hours from The University of Alabama.
 - c. Graduate student candidates for legislative seats must have at least a 3.00 GPA on a 4.0 scale (University of Alabama points only) and have earned 9 credit hours from The University of Alabama.

- d. Write-in candidate requirements. Write-in candidates must meet the minimum certification qualifications set for candidates whose names appear on the ballot.
4. All candidates shall maintain records showing the amount and source of campaign contributions as well as the amount and recipient of any expenditure or expenditures.
 - a. Candidates shall file a report with the Student Elections Board listing campaign contributions and expenditures at the beginning, end, and weekly during the campaign period.
 - b. The Student Elections Board shall make the weekly campaign contribution and expenditure form available publicly on the elections website within two day of receiving the weekly campaign contribution and expenditure form.
5. Ratification.
 - a. This bill will become law upon vote by 2/3rds vote of the SGA Senate and referendum of the student body.
6. Legitimacy.
 - a. The guidelines for this legislation came from the SGA Constitution.

IV. DECLARING CANDIDACY

Interested students must submit an online application to declare their intent to run for a position. The application includes the following:

1. 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.
2. 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.
3. 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 official representatives of the candidate. Candidates may change top five by notifying the elections board via email.
4. Statement of Intent – A statement that is 250 words (Senate candidates) and 350 words (Executive candidates), which will be posted as a candidate profiles on vote.ua.edu and the myBama voting page during Election Day. The statement must answer these three questions:
 - a. Who are you? (This includes basic information, campus involvement, etc.)
 - b. Why are you running?
 - c. What is your platform?

All candidates shall only be permitted to run for one elected position in the SGA per election period. Once a student has filed for an office, they may not change to any other office.

V. WITHDRAWAL FROM CAMPAIGN

If a candidate wishes to withdraw from an election, they must do so by meeting with a member of the Elections Board, in person, presenting a valid picture ID, and giving a written signed statement of their withdrawal. No person may withdraw from an election less than five (5) class days prior to an election. Should a withdrawn candidate's name be inadvertently placed on the ballot, they shall be considered to still have withdrawn and to be thus ineligible to win the election. Votes for this candidate will not be counted.

VI. BALLOT

Write-in votes shall be permitted in any SGA election. 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. Write-in votes that display discriminatory or harassing remarks will be omitted from the unofficial and official results, as this is a violation of Offenses against Persons. Review Harassment in the [Student Code of Conduct](#) for more information.

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, they lose their right to appeal on this issue.

The Elections Board will post the final candidate listing on the <http://vote.ua.edu> site and provide the listing to the *Crimson White* at least three (3) class days prior to the day of the election.

VII. VOTING

1. Any Student currently enrolled at The University of Alabama may vote in SGA elections.
2. Students may cast one vote for the Senate in their primary college of enrollment. Students may vote once for each elected executive official.
3. All SGA elections shall be conducted by secret ballot, via the voting portal on myBama.
4. Write-in votes shall be permitted in any SGA election.
5. Absentee ballots shall not be permitted in any SGA election.
6. Candidates for any executive shall be elected by a majority of votes cast.
 - a. A majority of votes cast is equal to fifty percent of the votes cast plus one additional vote.
 - b. In the event that candidates for any executive office fail to receive a majority of votes cast, a run-off election shall be conducted no sooner than two class days following the election, but not later than ten full class days after the election, for the two candidates that receive the largest percentage of votes cast.
7. 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 chose shall be equal to the apportioned senate seats for each school or college as defined in Article III, Section 2 of this 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.

8. Any student wishing to contest the results of an 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.
 - a. 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.
 - b. The hearing must be conducted by the Student Elections Board. If the student believes they have grounds to appeal the Student Elections Board decision, they may file an appeal of the decision with the Student Judicial Board.
 - c. The following shall be grounds for contesting election results:
 - i. Misconduct, fraud, or irregularity by any election official sufficient to change or place in doubt the result of an SGA election and
 - ii. Ineligibility of any person election to the office in dispute and
 - iii. Receipt of illegal votes or rejection of legal votes in an amount sufficient to change or place in doubt the result of an SGA election.
 - iv. 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 an SGA election and
 - v. Any other cause sufficient to change or place in doubt the result of an SGA election.

VIII. DETERMINATION OF WINNER

Executive Candidates

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. 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.

Senate Candidates

Candidates for Senate in each school or college shall be ranked in order of votes received from highest to lowest. Based upon this ranking, candidates for Senate receiving the most votes shall be elected to represent their school or college. The number chosen shall be equal to the apportioned senate seats for each school or college as defined in Article III, Section 2 of this Constitution. 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.

Regardless of filed complaints or appeals, the unofficial results of any SGA 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.

If no complaints or appeals are registered within three (3) class days of the announcement of the unofficial election results for the General or Run-off Election, all election results that are not subject to contest or a run-off shall be deemed final.

IX. CONTESTING ELECTION

Any student wishing to contest the results of an SGA election shall file a petition in writing with the Executive Secretary of the SGA within three (3) 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 (2) 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:

1. Misconduct, fraud, or irregularity by any election official sufficient to change or place in doubt the result of an SGA election;
2. Ineligibility of any person elected to the office in dispute;
3. Receipt of illegal votes or rejection of legal votes in an amount sufficient to change or place in doubt the result of an SGA election;
4. 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 an SGA election;
5. Any other cause sufficient to change or place in doubt the result of an SGA election.

X. CANDIDATE MEETINGS

The Elections Board shall hold an Informational Meeting before Candidate Applications are due to provide the candidates with the Elections Manual, along with a simple explanation of basic campaigning guidelines, and a general election timeline. This meeting is optional for all students/potential candidates.

All candidates (including those running for re-election) and campaign manager must attend one mandatory meeting appropriate to the office they are pursuing. If the campaign manager cannot attend the meeting a member of the candidate's top five must take their place. These meetings are for the explicit purpose of informing the candidates of their potential duties, responsibilities, and expectations.

If candidates are unable to attend one of the mandatory meetings, the candidate must notify and provide an explanation of the absence to the Chair of the Elections Board (sqaelections@sa.ua.edu) before each mandatory meeting. If excused, the candidate will work with the Elections Board to determine alternate arrangements.

If a candidate does not attend their appropriate meeting, they will be disqualified from the race.

Official candidate headshots for use in candidate profiles in official marketing materials for SGA election will be taken at these meetings. Candidates are permitted to use their own photos for campaign purposes. Photo sessions and associated costs are exempt from campaign finance disclosure calculations.

XI. CAMPAIGNING

Campaigning, for the purposes of the Student Government Association Elections, is defined as, but not limited to, any written statement, speaking engagement, display, or active distribution of any campaign material and/or activity that is intended to encourage voting for an individual candidate or group of candidates. The candidate is responsible for communicating campaign guidelines to their campaign team. Should any person, including faculty and staff, campaigning for a particular candidate be found in any violation of any guideline, the candidate will be held responsible. Campaigning does not include reporting by media outlets on any candidate, referendum, petition, or constitutional amendment.

Campaign Organization and Preparation

Candidates may begin preparation in advance of the established campaign period. The initial, organizational stages of a campaign, includes selection of Campaign Manager, campaign top five and campaign staff. Campaign preparation also includes 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.

Candidates are allowed to formally announce to groups in 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. Candidates are prohibited from “campaigning” in the sense of asking members of organizations to vote for them until the official campaign period begins.

Campaign Materials

Campaign materials for the purposes of the SGA Elections shall be defined as any paraphernalia bearing the name, logo, mark, or likeness of a candidate, including but not limited to flyers, literature, pamphlets, buttons, clothing, table tents advertisements, and electronic communication as defined in the Elections Manual.

No UA emblems, logos, or trademarked materials can be used on campaign materials. Students may be featured in photos that include trademarked materials such as a T-shirt with “Bama” on it.

Campaigning On-Campus

Campaigns must be considerate of academic classes and other activities taking place on campus. No campaigning shall be allowed inside any University building or within twenty-five (25) feet of any entrance to a University building. Specifically exempt are candidate organizational meetings and meetings of registered student organizations and the Ferguson Center and Plaza. This also includes all Ferguson Center awnings. The SGA offices and all SGA functions shall be considered neutral ground and campaigning is strictly forbidden (Code of Laws Chapter 702.4). Posting of campaign signs and/or

posters in classrooms, and writing on chalkboards/whiteboards or similar devices is strictly forbidden. In addition, faculty members posting campaign materials on behalf of a candidates in the classroom is strictly forbidden.

Student organizations may reserve a Ferguson information table in order to promote their candidate. Individuals may only campaign within five feet of the reserved information table.

Campaign materials for posting may not exceed 18x24 inches in size. Political signs that can be staked into the ground will be allowed in specified areas in accordance with an approved Grounds Use Permit. Any types of self-adhesive materials (stickers, etc.) are strictly prohibited as campaign material. No campaign materials are to be taped to the campus grounds. No chalking is allowed.

Banners of any kind or size are strictly prohibited on campus. 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 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. 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.

Campaigning in Residence Halls

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.

Contacts for speaking engagements must be made through the appropriate Area Coordinator. Guest speakers may only speak with invite in the living areas of residence halls

Door-to-door solicitation for business, political, or other purposes is strictly prohibited in residence halls.

Without proper prior approval, solicitation and posting is prohibited within the residence hall lobbies, and common areas. If a party or group is interested in posting items in the residence halls follow this link for procedural information: <https://housing.sa.ua.edu/about/advertising-policies/>

Candidates living in residence halls must observe the privacy of their roommates and suite mates by following the prescribed noise, visitation, and escort policies.

UA Housing and Residential Communities staff reserve the right to stop inappropriate campaigning in their respective halls.

Campaigning Off-Campus

Posting of banners must follow Tuscaloosa city ordinances for political signage. 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.

Social and Electronic Media

Only free social media platforms are allowed. The use of sponsored or boosted posts on any free social media platform is strictly prohibited. Campaigning on BlackBoard or use of myBama email accounts to send unsolicited bulk mail messages are prohibited.

The University of Alabama 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.

XII. CAMPAIGN ETHICS

Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with Student Government Association documents and the Code of Student Conduct. A violation of this Manual may also be a violation of the Code of Student Conduct or other University policy.

A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way.

Tampering or interfering with campus elections or an individual's right to vote in the same such as: asking or requiring someone to provide evidence of voting for a particular candidate or issue; coercing or using valuable incentives to induce an individual to vote for a particular candidate or issue; or taking detrimental actions against an individual who refuses to vote for a particular candidate or issue is strongly prohibited. Sanctions for incentive violations can be imposed on candidates, students and/or Source registered organizations at the discretion of the Elections Board. These sanctions will be sent to the Office of Student Conduct for further review.

XIII. ELECTION FRAUD

Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process before, during or after actual voting occurs. Elections fraud shall include, but not be limited to, the following acts:

1. Attempting, with or without success, to vote or voting in place of another;
2. Attempting, with or without success, to coerce or procure votes by the payment, delivery, or promise of money or other article of value.
3. Attempting, with or without success, to coerce or procure votes by the use of threats or intimidation
4. Retaliation for reporting election violations
5. Making disparaging assertions with the intent to defame other candidates or campaigns.
6. Tampering or interfering with an election or a student's right to vote in the same, including, but not limited to, requiring someone to provide evidence of voting in an election.

XIV. ENDORSEMENTS

Only UA students eligible to vote in an SGA election or groups comprised exclusively of UA students eligible to vote may, with prior approval of the candidate, publicly endorse a candidate.

Candidates may be contacted by any University of Alabama registered organization for the purposes of speaking at meetings to seek endorsements. Any public endorsement must include the disclaimer statement below:

(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.

Endorsement from groups, organizations, or individuals outside the campus and its population is strictly prohibited. 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.

XV. CAMPAIGN KICK-OFF, DEBATE, AND FORUM

At a time, date, and location determined by the Elections Board, a campaign kick-off forum will be 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.

A presidential candidate debate is to take place during the campaign term and is recommended to take place 1-2 nights before Election Day.

All other executive and senate candidates can participate in a separate forum each election cycle. Date and time will be posted in the election timeline.

Any UA registered organization interested in becoming sponsor/host of the Presidential Debate or Executive/Senate debate must apply to the Student Election Board by the date stated in the election timeline. Organizations selected as hosts will be contacted by the Chair of the board to request further details into the type of debate format, questions, hosts, panel, etc.

XVI. SPENDING LIMITS

Compliance with the spending limit is mandatory, and it is the responsibility of every candidate on the ballot to comply. The campaign spending limits shall be as follows:

General Elections

- SGA President: \$1,000
- Executive Vice President: \$800
- Executive Secretary: \$800
- Vice President, Academic Affairs: \$800
- Vice President, External Affairs: \$800
- Vice President, Financial Affairs: \$800
- Vice President, Student Life: \$800
- Senate Candidates: \$300

Homecoming Queen: \$350

Run-off Elections

Executive Office: \$75

Senate: \$25

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

XVII. CAMPAIGN FINANCES

All candidates shall maintain records showing the amount and source of campaign contributions as well as the amount and recipient of any expenditure or expenditures. Candidates shall file a report with the Student Elections Board listing campaign contributions and expenditures once a week, each week, from the date they announce candidacy and ending the morning of the election. The Student Elections Board shall make the weekly campaign contribution and expenditure form available publicly on the elections website within two (2) class days of receiving the weekly campaign contribution and expenditure form. A final comprehensive list of all campaign expenses is due at the start of the official campaign kick-off forum.

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.

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 campaign 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. A candidate is allowed to accept a discount for materials and/or services. If the discount is not available to the general public, it must be recorded at its undiscounted value.

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. Fair market value is determined by the candidate securing two price estimates of the exact item to be used on the campaign, the average of which is to be included on the expenditure report. Both estimates must contain the name, address, and phone number of the entities furnishing the estimated. 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 reassign value to a good or service in response to a complaint that the good or service is not reported at its fair market value. The Elections Board must submit three reasonable price references from vendors in estimating the value of any contested reported price.

XVIII. VIOLATIONS

Any member of The University of Alabama community shall have the right to file a complaint. Complaints must be filed in writing on vote.ua.edu. Oral complaints will not be accepted.

Complaints must contain the following:

1. Name of the candidate and/or individual(s) who committed the alleged violation
2. Brief description of the alleged violation, including date and time of the incident and reference to the relevant provisions of the Elections Manual
3. Any applicable evidence
4. Printed name of the person filing the complaint
5. Signature of the person filing the complaint

No anonymous complaints will be reviewed. Complaints must be filed within 24 hours of the violation or within 24 hours of when the violation is known.

The respondent to the complaint will be notified within twelve (12) hours upon receipt of said complaint by the Elections Board Chair. The respondent will then have twelve (12) hours to submit a response.

The Elections Board shall review all complaints within 12 hours of receiving all materials including the response from the respondent. If the Board decides by a majority vote that the complainant merits a hearing, then a hearing shall be scheduled within two (2) class days. In the hearing, the person or persons filing the complaint shall carry the burden of proof.

If the Elections Board decides to hear a complaint, a member of the board will inform all involved individuals of both the charges they face and a summary of the evidence.

The respondent is found responsible only if a majority vote of the Elections Board finds them responsible upon a preponderance of the evidence. If the Elections Board determines a responsible finding in the hearing, the board has the discretion to impose a penalty. The Board maintains the right to publicly disclose the findings of any hearings on the SGA website.

After notification of an Elections Board ruling, the responsible individual(s) will have 24 hours from the delivery of the finding to appeal the ruling. Appeals are heard by the Student Judicial Board.

If the accused party is found to have been responsible, the Elections Board shall reserve the right to act in any or all of the following ways:

1. Restrict a campaign staff from campaigning in certain locations or for specified time periods
2. Assign community service hours
3. Disqualify the candidate from the election

XIX. CLASSIFICATION OF VIOLATIONS

Minimal Violations (1 point per infraction) - Violations against the Elections Manual, but do not appear to impact the outcome of the election. Examples include:

1. Campaigning 25 feet from an academic building
2. Posting on non-designated public bulletin boards in residence halls
3. Use of unsolicited bulk mail messages

Minor Violations (3 points per infraction) – Clear violations against the Elections Manual, but do not appear to significantly impact the outcome of the election. Examples include:

1. Use of prohibited social media
2. Use of self-adhesive material
3. Campaign materials taped to campus grounds
4. Use of unauthorized UA emblems, logos, or copy written material
5. Chalking
6. Exceeding campaign material size restrictions
7. Early campaigning not from candidate's designated representation
8. Failure to post endorsement disclaimer (pg. 12)

Intermediate Violations (6 points per infraction) – Violations against the Code of which flagrant or intentional basis may not be determinable, but have the potential to impact the outcome of the election. Examples include:

1. Misuse of UA's computer network, equipment, and resources
2. Interference with educational life of the University
3. Early campaigning from candidate, campaign manager, or top five
4. Campaigning in SGA office or at SGA functions
5. Residence hall door-to-door solicitation
6. Posting anything in residence hall windows
7. Incompliance with off campus campaigning rules
8. Improper endorsement (pg. 12)
9. Intentional littering
10. Campaign spending limits
11. Failure to report/accurately report in-kind donations

Major Violations (9 points per infraction) – Violations that are flagrant or intentional and directly impact the outcome of the election.

1. Election fraud
2. Campaign ethics
3. Failure to file financial disclosure and budget forms
4. Failure to attend mandatory meeting or provide the executive board with an excuse

Accumulation of 12 points or conviction of a Major Violation allows the Elections Board to consider disqualification.

XX. SPECIAL ELECTIONS

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 IV of the SGA Constitution. Special elections for Senate vacancies will be held every twenty (20) full class days beginning from the first day of the fall semester until forty (40)

class days prior to spring SGA elections. At forty (40) 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 IV of the SGA Constitution.

XXI. REFERENDA OR AMENDMENTS

The full text of the amendment(s) to be voted on 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*.

Each amendment must be ratified by two-thirds of the students voting on the amendments.

XXII. AMENDMENTS TO ELECTION MANUAL

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

Although the policies contained herein are intended to reflect current rules and policies of the University, users are cautioned that changes or additions may have become effective since the publication of this material. In the event of a conflict, current statements of Board policy contained in the Bylaws, Rules, official minutes, and other pronouncements of the Board or Chancellor, or superseding law, shall prevail.