

**THE UNIVERSITY OF ALABAMA**  
**STUDENT GOVERNMENT ASSOCIATION**  
**STUDENT ELECTIONS BOARD ELECTIONS MANUAL**  
*Revised January 2024*

The primary purpose of the Student Government Elections Manual of The University of Alabama is to provide guidelines to ensure honest, fair, and 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 performed on their behalf) using the Elections Manual as a guide. All candidates and their campaign teams shall be responsible for knowing its contents. Any questions concerning this manual shall be addressed to the Elections Board.

All Candidates for SGA offices and their campaign teams must adhere to the letter and spirit of the Capstone Creed in all campaign and electioneering activities:

**The 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.*

**I. STUDENT ELECTIONS BOARD**

- A. The composition of, qualifications for, and selections to the Student Elections Board shall be pursuant to Article VIII, Sections B and C of the [SGA Constitution](#).
- B. The jurisdiction of the Student Elections Board shall be pursuant to Article VIII, Sections A and D of the [SGA Constitution](#).
- C. 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 of the Student Elections Board. In all official business, the Elections Board will follow the most recently revised edition of Robert's Rules of Order.
- D. Should both the Chair and Assistant Chair be unable to preside over an election hearing, due to absence or conflict of interest, the Elections Board will elect by majority vote an Interim Chair to temporarily take their place.
- E. A member of the Elections Board shall be subject to immediate removal from their position for the following reasons:
  1. Failure to maintain enrollment with The University of Alabama.
  2. Failure to maintain academic and/or disciplinary standing at a level consistent with the minimums required at the time of selection.
  3. Failure to maintain affiliation with the school or college represented at the time of selection.
- F. A member of the Elections Board shall be subject to removal from their position by majority vote of the Elections Board for the following reasons:
  1. Failure, for any other cause, to perform the duties and expectations of the position.
  2. Failure to recuse oneself from any proceeding in which their impartiality may be compromised or have the appearance of being compromised, because they have knowledge of a disputed fact or have a conflict of interest, due to a pre-existing relationship.
  3. Failure to maintain confidentiality, including sharing publicly or privately details about a violation complaint and/or election hearing, to include liking or commenting

on social media posts related to candidates and their campaigns.

- G. If a member of the Elections Board is unable to complete their one-year term, the Advisor and Chair will work with the SGA President and Vice President of Student Life to identify a replacement member.

## II. ELECTION TIMELINE

- A. 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 related to filing, campaigning, and election days for Special and Spring General Elections shall be declared by the Chair of the Elections Board. Once the dates have been set, the Chair of the Elections Board will deliver this information to the Crimson White, the SGA President, the Student Senate, and the Student Judicial Board.
- B. The Elections Board shall issue a press release at least seven (7) class days prior to the opening of the filing period for special and spring general elections; and issue appropriate campus-wide announcements including, but not limited to, social media and website postings, and notices in Inside UA for Students, The Crimson White, and other campus-wide newsletters. The press release shall include the following:
  - 1. Positions to be filled in the election
  - 2. Dates for the opening and closing of the filing period
  - 3. Time and place that a person may file for office
  - 4. Dates of the election and any run-off
  - 5. Name and contact information for the Chair of the Elections Board
- C. Once an election day is determined, the following guidelines will be used to set the election timeline:
  - 1. Twenty (20) class days prior to election—election timeline posted
  - 2. Seven (7) class days before filing period opens—Elections Board announces upcoming elections
  - 3. Weekly, after declaring intent—Candidates submit financial disclosures
  - 4. One (1) class day after the weekly financial disclosure submission deadline—Elections Board posts financial disclosure statements
  - 5. Six (6) class days prior to election
    - a. 9:00 a.m.—Elections Board posts sample candidate list
    - b. 5:00 p.m.—Deadline for candidates to correct any errors on sample candidate list
  - 6. Five (5) class days prior to election—Last day for candidates to withdraw
  - 7. Three (3) class days prior to election—Elections Board posts final candidate listing and sends to The Crimson White
  - 8. Day of the election by 11:59p.m.—Unofficial results posted on SGA website
  - 9. Three (3) class days after election—Results are final (if no complaints or appeals are still pending)
- D. The Elections Board shall determine reasonable dates for the following:
  - 1. Candidate informational meetings
  - 2. Official campaign period start
  - 3. Candidate debates and forums
  - 4. Specific deadlines for campaign finance disclosure forms (once per week from each candidate)
  - 5. Run-off elections pursuant to Article VIII, Section 2, Subsection F, Part 2, and Article VIII, Section 2 Subsection G, Part 3 of the [SGA Constitution](#).

## III. QUALIFICATION OF CANDIDATES

- A. Qualifications for Senate candidates shall be pursuant to Article VIII, Section 3, Subsection A,

- Part 1 of the [SGA Constitution](#).
- B. Qualification for Candidates for Executive Offices shall be pursuant to Article VIII, Section 3, Subsection A, Part 2 of the [SGA Constitution](#).
  - C. Pursuant to Article VIII, Section 3, Subsection A, Part 3 of the [SGA Constitution](#), write-in candidates must meet the minimum certification qualifications set for candidates whose names appear on the ballot.

#### **IV. DECLARING CANDIDACY**

- A. Any eligible student wishing to run for elected office must submit an online declaration and statement of their intent to seek office. The declaration and statement shall include the following:
  - 1. Preliminary Budget – An initial comprehensive list of ALL anticipated expenses for the campaign period. This will be required at the time of candidate declaration submittal.
  - 2. Declaration of Campaign Team:
    - a. Campaign Manager – Campaign manager for the purpose of SGA Elections shall be defined as the chief spokesperson who coordinates, organizes, and is responsible for the actions of the candidate’s campaign.
    - b. 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 and will be official representatives of the candidate. Candidates may change Top Five by notifying the elections board via email at [sgaelections@ua.edu](mailto:sgaelections@ua.edu).
  - 3. Statement of Intent – A statement that is no more than 250 words for Senate candidates and 350 words for Executive candidates, which will be posted as a candidate profile on [SGA Elections](#) and the [myBama](#) voting page during Election Day. The statement must answer the following questions:
    - a. Who are you? (This includes basic information, campus involvement, etc.)
    - b. Why are you running?
    - c. What is your platform?
- B. 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**

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

#### **VI. BALLOT**

- A. All SGA elections shall be conducted by secret ballot via the voting portal on [myBama](#).
- B. Absentee ballots shall not be permitted in any SGA election.
- C. 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 the first name and last name of their preferred candidate into the electronic voting system.
- D. 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.
- E. The Elections Board will post a sample candidate list on [SGA Elections](#) 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.

- F. The Elections Board will post the final candidate list on [SGA Elections](#) and provide the list to The Crimson White at least three (3) class days prior to the day of the election.

## **VII. VOTING**

- A. Pursuant to Article VIII, Section 2, Part A of the [SGA Constitution](#), “any Student currently enrolled at The University of Alabama may vote in SGA elections.”

## **VIII. DETERMINATION OF WINNERS**

- A. Winners for SGA Executive and Legislative Offices will be determined pursuant to Article VIII of the [SGA Constitution](#):

- B. Executive Candidates

1. Candidates for any executive office shall be elected by a majority of votes cast.
2. A majority of votes cast is equal to fifty (50) percent of the votes cast plus one (1) additional vote.
3. In the event that candidates for any executive office fail to receive a majority of votes cast, a run-off election shall be conducted with the two (2) candidates who receive the largest percentage of votes cast no sooner than two (2) class days following the election but not later than ten full class days after the election.

- C. Senate Candidates

1. Candidates for Senate in each school or college shall be ranked in order of votes received from highest to lowest.
2. Based upon this ranking, candidates for Senate receiving the most votes shall be elected to represent their school or college.
3. 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](#).
4. 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.

- D. 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, on the SGA website, and transmitted to The Crimson White, no later than 11:59PM on the day of the election.

- E. 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 AN ELECTION**

- A. 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 election results are available.
- B. 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.
- C. The hearing must be conducted by the Student Elections Board and appeals should be made in writing to the Student Judicial Board.
- D. 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**

- A. The Elections Board shall hold Informational Meetings after Candidate Declarations and Statements are due to provide the candidates with the Elections Manual, along with a simple explanation of basic campaigning guidelines, and a general election timeline.
- B. All candidates (including those running for re-election) and campaign managers 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.
- C. 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 ([sgaelections@ua.edu](mailto:sgaelections@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 a candidate informational meeting or make the necessary arrangements with the Elections Board, they will be disqualified from the race.
- D. 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**

- A. 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 during the official campaign period that is intended to encourage voting for an individual candidate or group of candidates.
- B. The candidate is responsible for communicating campaign guidelines to their campaign staff/team and any student organizations and/or groups from which they are receiving an endorsement.
- C. Campaigning does not include reporting by media outlets on any candidate, referendum, petition, or constitutional amendment.
- D. Campaign Organization and Preparation
  1. Candidates may begin preparation in advance of the established campaign period. The initial, organizational stages of a campaign include selection of Campaign Manager, campaign Top Five and campaign staff. Campaign preparation also includes any work done outside the 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.
  2. 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 their campaign team. Candidates are prohibited from asking members of organizations to vote for them until the official campaign period begins.
- E. Campaign Materials
  1. Campaign materials for the purposes of 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 utilized during the official campaign period.

2. No UA emblems, logos, or trademarked materials can be used purposely used on campaign materials.
  - a. Students featured in campaign photos or videos wearing branded apparel are exempt.
  - b. Incidental usage in campaign media is permissible as long as the UA emblem, logo, and /or trademark is NOT prominently displayed in the image.

#### F. Campaigning On Campus

1. 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.
  - a. Specifically exempt are candidate organizational meetings and meetings of registered student organizations and The University of Alabama Student Center and Plaza. This also includes all University of Alabama Student Center awnings.
  - b. Also exempt is the wearing of and/or display of campaign buttons on clothing and backpack/bags in academic buildings.
2. The SGA offices and all SGA functions not expressly intended as election campaign activities shall be considered neutral ground and campaigning is strictly forbidden pursuant to Chapter 702.4 of the [SGA Code of Laws](#).
3. Posting of campaign signs and/or posters in classrooms and writing on chalkboards/whiteboards or similar devices is strictly forbidden. Posting in electronic platforms that have been set up as an extension of the classroom by faculty and staff is also strictly forbidden. In addition, faculty members posting campaign materials on behalf of a candidate in the classroom is strictly forbidden.
4. Student organizations may reserve an information table at the Student Center to promote their candidate. Individuals may only campaign within five feet of the reserved information table and may not roam throughout the building during the designated tabling period.
5. Campaign materials may not exceed 24" in diameter. Signs that can be staked into the ground will be allowed in specified areas in accordance with an approved [Grounds Use Permit \(GUP\)](#).
6. 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.
7. No chalking is allowed on campus.
8. Banners of any kind or size are strictly prohibited on campus.
9. The date, time, and location of a campaign stop that involves structures/tables or food must have prior approval from the UA Department of Facilities and Grounds and must conform to guidelines for campus demonstrations as listed in the [Campus Grounds Use Policy](#). A campus [Grounds Use Permit \(GUP\)](#) may be required for a campaign stop.
  - a. 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.
  - b. 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 Elections Manual.

G. Campaigning in Residence Halls

1. Campaigning in Residence Halls shall be subject to the [Advertising Policies](#) of the Department of Housing and Residential Communities.
2. Contacts for speaking engagements must be made through the appropriate Area Coordinator. Guest speakers may only speak in the living areas of residence halls if invited by a resident.
3. Door-to-door solicitation for business, political, or other purposes is strictly prohibited in residence halls.
4. Without proper prior approval, solicitation and posting is prohibited within the residence hall lobbies, and common areas. If interested in posting items in the residence halls, please refer to HRC's [Advertising Policies](#).
5. Candidates living in residence halls must observe the privacy of their roommates and suitemates by following the prescribed noise, visitation, and escort policies.
6. UA Housing and Residential Communities staff reserve the right to stop inappropriate campaigning in their respective halls.

H. Campaigning Off Campus

1. Posting of banners off campus is not allowed.
2. Violation of solicitation policies of apartment complexes, condominiums, businesses, etc. could result in prosecution.

I. Social and Electronic Media

1. Only free social media platforms and tools are allowed for the purpose of campaigning.
  - a. The use of sponsored or boosted posts on any free social media platform is strictly prohibited.
  - b. Campaigning on Blackboard or use of UA email accounts to send unsolicited bulk mail messages is prohibited.
  - c. Campaign-related messages may not be posted in social media groups or messaging platforms that are tied to official UA academic courses.
2. 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

- A. 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 an Election Guideline may also be a violation of the Code of Student Conduct or other University policies.
- B. A candidate or campaign volunteer may under no circumstances intentionally disparage or interfere with the campaign of another candidate in any way.
- C. Making disparaging marks, whether orally or written, with the intent to defame other candidates or campaigns is against the spirit of the election process and will not be tolerated.
- D. Tampering or interfering with campus elections or an individual's right to vote is strongly prohibited. These prohibited actions include 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.
- E. 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**

- A. 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 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 using 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, including, but not limited to, requiring someone to provide evidence of voting in an election.
  - 7. Filing excessive, false, and/or frivolous campaign violations.

### **XIV. ENDORSEMENTS**

- A. Only UA students eligible to vote in an SGA election. Groups comprised exclusively of UA students eligible to vote may, with prior approval of the candidate, publicly endorse a candidate.
- B. 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 following disclaimer statement:

*(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.*
- C. Endorsement from groups, organizations, or individuals outside the campus and its population are strictly prohibited.
- D. 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**

- A. At a time, date, and location determined by the Elections Board, a campaign 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. The Elections Board shall be empowered to select the time, format, and any moderators for the forum.
- B. 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 Elections Board shall be empowered to select the time, format, and any moderators for the debate.

### **XVI. SPENDING LIMITS**

- A. Compliance with campaign spending limits is mandatory, and it is the responsibility of every candidate to comply. The campaign spending limits shall be as follows:
  - 1. General Elections
    - a. SGA President: \$1000.00
    - b. Executive Vice President: \$800.00
    - c. Executive Secretary: \$800.00
    - d. Vice President, Academic Affairs: \$800.00
    - e. Vice President, External Affairs: \$800.00



- f. Vice President, Financial Affairs: \$800.00
  - g. Vice President, Student Life: \$800.00
  - h. Vice President, Diversity, Equity, & Inclusion: \$800.00
  - i. Senate Candidates: \$300.00
- 2. Special Elections
    - a. Executive Office: \$500.00
    - b. Senate: \$250.00
  - 3. Run-off Elections
    - a. Executive Office: \$75.00
    - b. Senate: \$25.00
- B. 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**

- A. 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.
- B. Candidates shall file a report with the Student Elections Board listing campaign contributions and expenditures once a week, each week, from the deadline for declaring candidacy and ending at 11:59 p.m. on the night prior to the election.
- C. The Student Elections Board shall make the weekly campaign contribution and expenditure form available publicly on the election's website within one (1) class day of the weekly campaign contribution and expenditure form deadline.
- D. 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.
- E. 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 that are actually used during the official campaign period (i.e., Campaign Week). If an item or expense is not actually used as part of the public facing campaign, then it does not count towards the candidate's spending limit.
- F. Candidates must provide all receipts and estimates, in addition to all contact information for all services provided and are responsible for ensuring that all financial documentation submitted to the Elections Board has been properly redacted and personal account information removed.
- G. Any campaign expenditures made during the election period should be reported as follows:
  - 1. Purchases made Saturday – Friday should be included with accompanying receipts on that Friday's financial disclosure form.
  - 2. Purchases made on Friday after the candidate has submitted the financial disclosure form should be included along with any associated receipts on the next financial form submission due date.
- H. A candidate is allowed to accept a discount for materials and/or services. However, if the discount is not available to the general public, it must be recorded at its undiscounted value.
- I. 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.
- J. 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 estimates.

- K. 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.

## **XVIII. VIOLATIONS**

- A. Any member of The University of Alabama community shall have the right to file a complaint. Complaints must be filed in writing via the [Elections Violation Complaint Form](#). 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
- B. No anonymous complaints will be reviewed. Complaints must be filed within twenty-four (24) hours of the violation or within twenty-four (24) hours of when the violation is known.
- C. The Elections Board Chair maintains the right to dismiss frivolous or unfounded complaints without Board review provided the complainant is notified of the rationale for dismissal.
- D. The respondent to the complaint will be notified within twenty-four (24) hours upon receipt of said complaint by the Elections Board Chair. The respondent will then have twelve twenty-four (24) to submit a response.
- E. The Elections Board shall review all complaints within twenty-four (24) hours of receiving all materials including the response from the respondent. If the Board decides by a majority vote that the complaint 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.
- F. 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.
- G. 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 will publicly disclose the findings of any hearings on the SGA Elections website as specified in Article VIII, Section 1, Subsection D, Part 1 of the [SGA Constitution](#).
- H. After notification of an Elections Board ruling, all parties will have twenty-four (24) hours from the delivery of the finding to appeal the ruling.
- I. Appeals of Elections Board decisions shall be heard by the Student Judicial Board.
- J. If the accused party is found to have been responsible, the Elections Board shall reserve the right to act in any or all the following ways:
  - 1. Issue a warning and/or assign the candidate/campaign penalty points.
  - 2. Issue a public reprimand.
  - 3. Assign community services hours.
  - 4. Restrict a campaign or campaign staff from campaigning online and in-person in certain locations or for specified time periods.
  - 5. Disqualify a candidate from the election.
  - 6. Refer a candidate, campaign team member, volunteer, and/or student organization to the Office of Student Conduct.

## **XIX. CLASSIFICATION OF VIOLATIONS**

- A. Minimal Violations (1-3 points per infraction) - Violations against the Elections Manual that do not appear to impact the outcome of the election. Examples include, but are not limited to:
1. Chalking on campus
  2. Campaigning less than twenty-five (25) feet from an academic building
  3. Posting on non-designated public bulletin boards in residence halls or academic buildings
  4. 1st late or improperly redacted financial disclosure form
- B. Minor Violations (4-6 points per infraction) – Clear violations against the Elections Manual that do not appear to significantly impact the outcome of the election. Examples include, but are not limited to:
1. Use of prohibited social media
  2. Improper posting using self-adhesive material
  3. Posting campaign materials in residence hall windows
  4. Intentional use of unauthorized UA emblems, logos, or copy written material in campaign materials
  5. Exceeding campaign material size restrictions
  6. Exceeding Campaign Spending Limit by up to 4.9%
  7. Campaigning without an approved Grounds Use Permit
  8. 2nd late or improperly redacted financial disclosure form
- C. Intermediate Violations (7-9 points per infraction) – Violations against the Elections Manual of which flagrant or intentional basis may not be determinable but have the potential to impact the outcome of the election. Examples include, but are not limited to:
1. Misuse of UA’s computer network, equipment, and resources
  2. Use of unsolicited bulk email messages
  3. Unauthorized removal or vandalism of campaign materials
  4. Early campaigning from candidate, campaign manager, or Top Five
  5. Residence hall door-to-door solicitation
  6. Incompliance with off-campus campaigning rules
  7. Exceeding campaign spending limit by 5-9.9%
  8. Failure to report/accurately report in-kind donations
  9. Falsified or grossly inaccurate financial disclosure form
  10. 3rd late or improperly redacted financial disclosure form
- D. Major Violations (10-12 points per infraction) – Violations that are flagrant or intentional and directly impact the outcome of the election. Examples include, but are not limited to:
1. Election fraud
  2. Campaign ethics violations
  3. Campaigning in the SGA office or at SGA functions
  4. Exceeding campaign spending limit by 10% or more
  5. Failure to file one or more financial disclosure and budget forms by the end of the campaign period
  6. Failure to attend a mandatory meeting or make alternative arrangements with the Elections Board
- E. Accumulation of twelve (12) points or conviction of a Major Violation allows the Elections Board to consider disqualification but does not automatically guarantee removal.

## **XX. SPECIAL ELECTIONS**

- 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 III of the [SGA Constitution](#).

- B. 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.
- C. 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 III of the [SGA Constitution](#).

**XXI. REFERENDA OR AMENDMENTS**

- A. 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 (2) weeks prior to the referendum. The full text of the amendment(s) shall also be published in The Crimson White pursuant to Article X, Section 2 of the [SGA Constitution](#).
- B. Each amendment must be ratified by two-thirds (2/3) of the students voting on the amendments.

**XXII. AMENDMENTS TO ELECTION MANUAL**

- A. Amendments to this Elections Manual and their effective dates may be made as specified in Article VII Section 1 of the [Student Government Constitution](#).
- B. Should the Elections Board need to make changes or additions to the Election Manual during the Election Period, due to a conflict or for the purpose of clarification, the Board has the authority to do so, provided the Chair or Assistant Chair notifies all candidates, campaign managers, the SGA President, the Student Judiciary, the Crimson White, and the Vice President for Student Life of the guideline change immediately following the approval vote.

*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.*