

# Student Government Association Elections Bylaws



## CANDIDACY STATEMENT via PhoenixCONNECT

I, \_\_\_\_\_ announce my candidacy for the office of \_\_\_\_\_ . I understand that to be eligible for a Student Government Association position I must be in good academic (GPA of 2.7 or above) and disciplinary standing (not on disciplinary probation or higher) with Elon University before, during and after campaigning, as specified in Article IV of the SGA Constitution. My electronic signature signifies that I authorize the advisor of the Student Government Association to assess these standings and notify the SGA Elections Committee of eligibility. My signature also signifies that I understand the obligations of being an SGA member as described in this Elections Packet. By electronically signing this application, I agree to uphold all rules and regulations specified within this packet.

## AVAILABLE POSITIONS (Spring Elections)

- A. Executive Branch
  - a. Student Body President
  - b. Vice President of Communication
  - c. Vice President of Finance
- B. Judiciary
  - a. Chief Justice
  - b. Associate Justice (3)
- C. Senior Class
  - a. President
  - b. Treasurer
  - c. Senator (5)
- C. Junior Class
  - a. President
  - b. Treasurer
  - c. Senator (5)
- D. Sophomore Class
  - a. President
  - b. Treasurer
  - c. Senator (5)
- E. Academic Senators
  - a. School of Arts & Sciences Senator (5)
  - b. School of Communications Senator (3)
  - c. Dr. Jo Watts Williams School of Education Senator (2)
  - d. Martha and Spencer Love School of Business Senator (4)
  - e. School of Health Sciences Senator (1)

## OBLIGATIONS OF SGA MEMBERS

- A. Duties and Responsibilities of SGA Members
  - a. Each member of SGA shall be responsible for attending all SGA meetings required for their individual office.
  - b. Each member shall be responsible for attending all other required activities as outlined in their respective governing document.
  - c. Each member must maintain good academic standing (2.7 GPA or above).
  - d. Each member is obligated to attend the SGA Retreat in the Fall semester.

## ELECTIONS PROCESS

- A. Filing an Election Application
  - a. Complete the application and candidacy statement as directed on PhoenixCONNECT
  - b. All application materials must be completed and submitted by the date indicated on PhoenixCONNECT.
  - c. **ABSOLUTELY NO LATE APPLICATIONS WILL BE ACCEPTED.**
  - d. Candidates may not begin campaigning until after the mandatoy All-Candidates Meeting.
- B. Candidates must declare their candidacy for a specific position by the application deadline. Once the deadline closes, a student may not change or alter the position for which they are running.
- C. Mandatory All-Candidates Meeting (Rules and Regulations, Section B)
- D. Speeches (Rules and Regulations, Section C)
- E. Executive Candidates Forum (Rules and Regulations, Section D)
- F. Open Residence Hall Campaigning (Rules and Regulations, Section E)
- G. Voting
  - a. Elections will begin the third week of March
  - b. All voting will be conducted through PhoenixCONNECT. An email will be sent to the student body from the Student Body President that will inform them of the election and include the link to vote.
  - c. Election Results will be announced immediately after the closure of the voting period on Medallion Plaza, weather permitting. If weather is not permitting, the announcement will be made in the Moseley Center.
    - i. New senators will take their oath of office at the first legislative meeting of the year. This will also be the first required Senate meeting for those elected.
  - d. The Executive Officers terms will begin at their first legislative meeting.
    - i. They will take their ceremonial oath of office at or before the first legislative meeting of the term.

## RULES AND REGULATIONS

- A. Elections Packet
  - a. The Elections Packet will consist of position requirements and obligations, election procedures, candidate responsibilities, Elections Committee rules, and rules of candidacy for Student Government Association Elections.
  - b. The Elections Packet will be made available to all students running for positions via PhoenixCONNECT.
  - c. The Elections Packet will have a space for candidates to provide a written campaign statement.
    - i. All candidates may submit a statement of fifty words or less about their campaign which will accompany their name and picture on the ballot.
    - ii. Statements are due with the application via PhoenixCONNECT.

## B. General Campaign Guidelines

- a. Public, large-scale campaigning may begin after the conclusion of the mandatory All-Candidates Meeting.
  - i. Public large scale campaigning includes:
    1. Presentations or speeches to large groups
    2. Social media posts
    3. Flyers
    4. Chalking
  - ii. Informal disclosure of candidacy is permitted at any time.
  - iii. If a candidate is deemed ineligible to serve on SGA the name will not be included on the ballot.
- b. A person is considered an official candidate for office after the following conditions are met:
  - i. Election's Packet has been submitted on time.
  - ii. Candidate has been verified as being in good standing.
  - iii. Attended the All-Candidates Meeting or been excused.
- c. There can be no changes to positions a candidate is running for after their elections packet has been submitted.
- d. A candidate shall not campaign within 50 feet of any designated Moseley Table promoting the SGA Elections.
- e. If a candidate is found in violation of any of the regulations set forth in this packet, campaign violation charges will be forwarded to the Elections Committee Chair.

## C. Mandatory All-Candidates Meeting:

- a. The mandatory All-Candidates Meeting will take place directly after the closure of the Elections Packet, all candidates are required to attend.
- b. Candidates will be made aware of campaign regulations.
- c. Pictures will be taken to accompany each candidate's name on the ballot.
  - i. If you are unable to attend the meeting, you must schedule a time to have the Elections Chair take your picture; submitted pictures will not be allowed unless otherwise approved by the Elections Committee Chair.
- d. If a candidate is not present at the mandatory All-Candidates Meeting without prior approval from the Election Committee Chair, they are not eligible for the election.
  - i. Candidates may submit absence requests in writing to the Elections Committee Chair via email ([elonsgaelections@gmail.com](mailto:elonsgaelections@gmail.com)) at least 36 hours prior to the mandatory meeting.
    1. Illnesses or short notice emergencies, within the 36 hour time period may be approved at the discretion of the Elections Committee Chair.
    2. Candidates will only be excused for a documented illness, academic course, required University obligation, or other approved conflict.

#### D. Speeches

- a. Speeches are optional, yet strongly encouraged, for all positions.
- b. Speech Approval
  - i. All speech scripts must be turned into the Elections Committee Chair via email (elonsgaelections@gmail.com) 24 hours prior to speech recording.
  - ii. If a speech is not emailed to the Elections Committee Chair for approval on time, the candidate will not be allowed to deliver their speech
  - iii. The speeches will be recorded in the Communications Building within one week following the Elections Packet closing.
- c. Speeches will be hyperlinked next to a candidate's name and statement on the ballot.
  - i. Speeches may be posted by ENN or SGA for further publicity online via, Twitter, Facebook, Youtube, live broadcast, and other social media.
- d. Speech Recordings
  - i. Candidates will be given two attempts to record their speeches.
  - ii. Time Specifications for Speeches:
    1. Executive Office Candidates: Maximum six (6) minutes
    2. Class Position Candidates: Maximum three (3) minutes
    3. Academic Senator Candidates: Maximum three (3) minutes
    4. Judiciary: Maximum three (3) minutes
    5. Candidates running unopposed for any position: Maximum three (3) minutes

#### E. Executive Candidates Forum

- a. Participating in the Candidates Forum is optional, yet strongly encouraged for all Executive Positions. The forum shall be no longer than one hour.
- b. The Forum shall be moderated by the Elections Committee Chair. The Chair will ask the candidates questions related to their respective positions and shall consult with the SGA Advisor about these questions.
- c. The Forum shall also feature a Q&A session for the audience.

#### F. Open Residence Hall Campaigning

- a. Open Residence Hall Campaigning will occur on a date determined by the Elections Committee.
- b. Candidates may be escorted through residence halls, by people who live in the hall, to meet with students. Candidates must have their escort with them at all times in the residence hall.
- c. Candidates must be respectful of the students' space in the residence hall.

#### G. Electronic Campaign Promotion

- a. Online Groups
  - i. Facebook/Twitter/Online Communities
    1. No person or group can post derogatory remarks towards another candidate or other group.
    2. The candidate is responsible for all remarks posted on their own profile, twitter, or other social networking accounts, group, and fan page.

- ii. Online Advertisements
  - 1. Advertisements must adhere to Elections rules and the Elon University Student Code of Conduct.
  - 2. Must not exceed the costs of the finance expenditure guidelines set forth by the Election Packet's Rules and Regulations (Section I).
- iii. Mass Messaging
  - 1. Candidates are prohibited from mass messaging members of the student body through the Elon University email system or Moodle Accounts. Accounts prohibited include but are not limited to:
    - a. All Students
    - b. Class Affinity Accounts (i.e. Class of \_\_\_ Facebook and Group Me)
    - c. Academic course (Moodle) accounts
  - 2. Candidates may utilize organization email and Moodle Accounts if they are active members and have provided the Elections Committee Chair with written permission from the leader of the account after the mandatory candidates meeting.
  - 3. Candidates may utilize Group Me groups that they are already a part of. Candidates do not need permission from the Election Committee Chair for these posts.
    - a. Excluding Class Affinity Group Me groups
- iv. University Digital Boards
  - 1. Individual candidates may not post on any University Digital Boards.
- v. The Elections Committee will post events for the entire student body on University Digital Boards. This information includes but is not limited to:
  - 1. Election dates and procedures
  - 2. Election events (i.e. candidate speeches)
  - 3. Candidates seeking election
- b. If a candidate is accused of a violation of any of the electronic campaign regulations, their charges will be forwarded to the Elections Committee Chair.
- c. Any form of electronic campaigning is not detailed here will be regulated by the Elections Committee as they see fit.

#### H. Print Campaign Promotion

- a. Flyers and posters may be hung so long as printing costs do not violate any campaign finance regulations.
  - i. Flyers and posters must follow the posting policy in the Student Handbook
  - ii. All campaign flyers must be removed by midnight following the closing of the election.
  - iii. Flyers that are not removed will be removed by campus personnel/Elections Committee and forwarded to the Elections Judicial Committee.
  - iv. In the event that a candidate is not qualified, they must remove all posters.

### I. Chalking Guidelines

- a. All chalking procedures must follow guidelines as stated in the [Student Handbook](#).
- b. Candidates may not chalk within three feet of another candidate's chalking. If there is a question as to whether or not a candidate can chalk in a certain area, they should consult the Elections Committee Chair prior to chalking.
- c. White Board Marking
  - i. Candidates may write in corners of whiteboards in classrooms to promote voting/their campaign without direct approval.
- d. If a candidate is accused of a violation of any of the print campaign regulations, their charges will be forwarded to the Elections Committee Chair.

### J. Endorsements

- a. Endorsement is defined by an open, public statement of support or denouncement of a candidate.
- b. No sitting member of the SGA Executive Board may endorse a candidate.
- c. Endorsements include but are not limited to the posting of a specific candidate's campaign materials on social media and statements to a defined groups of students.
- d. The SGA logo may not be present in any campaign materials, including on apparel.
- e. No candidate may use pictures with a faculty or staff member employed with the University to campaign.
  - i. Extenuating familial circumstances will be reviewed by the Elections Committee on a case-by-case basis.

### K. Financial Expenditures

- a. Candidates must use personal funds for all election expenses. No University organization funds or resources may be used for election expenses. Candidates may utilize printing dollars for campaign.
  - i. If candidates are unable to fund their own campaigns they may speak to the Vice President of Finance regarding funding.
- b. Campaign Finance Disclosure Statement
  - i. All candidates must provide a Campaign Finance Disclosure Statement if money is spent on their campaign.
    1. This Disclosure must be submitted to the Elections Committee Chair in a timely manner.
  - ii. A candidate's elections expenses may not exceed fifty dollars
  - iii. The statement must include the following information:
    1. Itemized receipts for materials purchased.
    2. Documentation from Print Services must be provided if the candidate chooses to use such services.
    3. Explanation of what materials were used for in the campaign.
  - iv. If a candidate plans to spend money after the Campaign Finance Disclosure Statement is submitted, they must inform the Elections Committee prior to the deadline and turn in the receipts when purchases are made.
  - v. Failure to provide a Campaign Finance Disclosure Statement by the established deadline will result in a candidate's disqualification.

1. Extenuating circumstances will be assessed on a case-by-case basis by the Elections Committee Chair.
  - a. All financial information will be filed by the Elections Committee and made available to anyone who requests the information.
  - b. Exceeding Financial Limits:
    1. If a candidate declares that they have exceeded the financial limit of their position to the Elections Committee, the Election Committee Chair will determine whether or not the offense should result in disqualification.
    2. The Elections Committee Chair will file an Honor Code Violation against any candidate that exceeds financial limits and does not declare so to the Elections Committee.
  - c. No donations from any group or individual may be given to candidates running for any positions.
- vi. Candidates are permitted to use the MakerHub. They are not required to supply documentation of MakerHub resources utilized.
- vii. The date these documents will be due is up to the discretion of the Elections Committee Chair.

#### L. Filing an Elections Complaint

- a. Electronic Campaign Complaint
  - i. Provide a screenshot of any online community violation and reasoning behind the complaint to the Elections Committee Chair via email as soon as possible.
  - ii. Provide a copy of any evidence of mass messaging to the student body and reasoning behind the complaint to the Elections Committee Chair via email as soon as possible.
  - iii. Provide a picture of any University Digital Board violation and reasoning behind the complaint to the Elections Committee Chair via email as soon as possible.
  - iv. The Elections Committee Chair will review the complaint and respond in a timely manner.

#### M. Elections Committee:

- a. Will meet once before any election and then as deemed necessary by the Elections Committee Chair.
- b. Responsibilities:
  - i. Carrying out its business as stated in the Constitution and the Senate Bylaws.
  - ii. Writing the election candidate application.
  - iii. Notifying the Student Body of elections in cooperation with the Public Relations Committee.
  - iv. Holding an informational seminar for the candidates.
  - v. Setting dates for the election and due dates of applications.
  - vi. Carrying out the elections.



- vii. Verifying the ballots and vote counts.
- viii. Announcing the results to the Student Body.
- ix. Writing legislation that pertains to issues in regards to the election procedure.
- x. Performing other duties as requested by the Executive Officers.
  - 1. Members are the members of the SGA Senate and as stated in the Constitution.
- c. The Election's Committee reserves the right to alter deadlines, meetings, and procedures as they see fit, so long as they properly inform those running and those with expressed interest in running at least 48 hours in advance.
- d. Should any natural or unnatural acts that may disrupt the normal functions of the University or SGA occur, the Elections Committee Chair reserves the right to alter the elections to suit the new Circumstances.
- e. Any candidate accused of violating the election guidelines will be subject to an Elections Committee judicial hearing conducted at the discretion of the Elections Chair within 48 hours.