

Elon Student Government Association Elections Manual

Approved March 12, 2024



(Statement to be included at the end of the application.)

I understand that to be eligible for a Student Government Association position I must be in good academic standing (GPA of 2.7 and 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 an SGA representative as described in the Election Manual. By electronically signing this application, I agree to uphold all rules and regulations specified within this manual.

**AVAILABLE POSITIONS
(SPRING)**

- A. Executive Branch
 - a. Executive President
 - b. Executive Vice President
 - c. Vice President of Communication (Phoenix Connect Application / Appointment)
 - d. Vice President of Finance (Phoenix Connect Application / Appointment)
- B. 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)
- F. Initiative Senators
 - a. HealthEU Senator (1)
 - b. Inclusive Excellence Senator (1)
 - c. Mentorship Senator (1)
 - d. Civic Engagement Senator (1)
 - e. Community Outreach Senator (1)
 - f. Sustainability Senator (1)
- G. Finance Board Members
 - a. Non-Senate Representative (4)
- H. Elon University Honor Board
 - a. Elected Representative (6)

**AVAILABLE POSITIONS
(FALL)**

- A. First-Year Class
 - a. President
 - b. Treasurer
 - c. Senator (6)
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OBLIGATIONS OF SGA MEMBERS

- A. Duties and Responsibilities of SGA Members
 - a. Each member of SGA shall be responsible for attending all SGA meetings and functions required by their office. Each member is obligated to attend the SGA Retreat in the Fall semester.
 - b. Each member must maintain good academic standing (2.7 GPA or above).
 - c. Each member of the Senate shall be a member of at least one committee.
 - d. Class Treasurers shall automatically serve on the Finance Board.
 - e. Each member shall be responsible for other required activities as outlined by the Elon SGA Bylaws.
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ELECTIONS PROCESS

- A. Candidates declare their candidacy for a specific position by submitting the application. (*Rules and Regulations, Section A*)
 - a. Once the deadline closes, a candidate may not change or alter the position for which they are running unless to fill a vacancy for which there are no other candidates.
- B. SGA Advisor confirms candidates are eligible to run for and hold office.
- C. Candidates attend the Mandatory All-Candidates Meeting (*Rules and Regulations, Section C*)
- D. Candidates are highly encouraged to give speeches which are typically recorded/shared by ENN (*Rules and Regulations, Section D*)
- E. E. Executive Candidates may participate in a Public Forum (*Rules and Regulations, Section E*)
- F. G. Voting
 - a. Elections typically run for at least two business days at least one week after the general application deadline.
 - b. All voting will be conducted through Elon University's web-based voting system.
 - c. An email is sent to the entire student body to inform undergraduate students of the election and include the link to vote.
 - d. Election Results will be announced the evening after voting closes in a public location advertised to the student body with the announcement of the upcoming election.
- H. Swearing-In of Elected Members
 - a. The Executive President and Executive Vice President shall be sworn into office at the end of the final Senate Business Meeting of the outgoing Senate.
 - b. Newly elected senators shall be sworn into office at the end of the final Senate Business Meeting of the outgoing Senate. This will serve as the first required Senate Business meeting for those elected.

RULES AND REGULATIONS

A. Instructions for Filing an Elections Application

- a. Complete the electronic elections application.
 - i. All applicants must electronically sign the application, select the position they wish to be considered for, and provide a brief campaign statement.
 - ii. All application materials must be completed by the advertised deadline.
 1. **NO LATE APPLICATIONS WILL BE ACCEPTED.**
 - a. If there are no candidates for a specific role, the application deadline may be extended at the discretion of the Elections Chair and Executive members.
 2. Candidates cannot alter their position they are running for after the elections application closes.
 - a. If the application deadline is extended, candidates may alter their submission until the final application timeline closes.
 - i. If the application deadline is extended, candidates may switch their candidacy for a position that remains vacant at the time the extension is made.
 - b. Candidates can only run for one (1) position. A candidate's name will appear on the ballot once. (1) Once a candidate switches their position, they cannot switch back to their previous position originally slated for.
 3. Candidates may not begin campaigning until after the Mandatory All Candidates Meeting.

B. General Campaign Guidelines

- a. Informal disclosure of candidacy may begin after the candidate has submitted the election application.
- b. Public, large-scale campaigning may begin after the conclusion of the mandatory candidates meeting (or meeting with the Elections Chair to review the guidelines). However, if a candidate is deemed ineligible to serve on SGA their name will not be included on the ballot. Public large-scale campaigning includes:
 - i. Presentations or speeches to large groups
 - ii. Social media posts
 - iii. Flyers
 - iv. Chalking
- c. A person is considered an official candidate for office after the following conditions are met:
 - i. Election Application has been submitted on time.
 - ii. Been verified as a candidate in good standing.
 - iii. Attended the All-Candidates Meeting or been excused and discussed expectations with the Elections Chair or their designee.
- d. A candidate shall not campaign within 50 feet of any designated location (i.e. Moseley Table or College Coffee) promoting the SGA Elections.

- e. If a candidate is found in violation of any of the regulations set forth in this Election Manual, campaign violation charges will be forwarded to the Elections Chair.

C. Mandatory All-Candidates Meeting:

- a. The Mandatory All-Candidates Meeting shall take place after the general application closes (typically one week prior to the start of the election).
 - i. All candidates are required to attend the Mandatory All Candidates Meeting or receive an excused absence and meet with the Elections Chair or their designee.
- b. Candidates will be made aware of campaign regulations.
- c. Pictures will be taken at the meeting to accompany each candidate's name on the ballot.
 - i. If you are unable to attend the meeting, you must arrange a time with the Elections Chair to have your picture taken. Submitted pictures will not typically be allowed.
- d. If a candidate is not present at the Mandatory All-Candidates Meeting, they are not eligible for the election unless excused, in advance, by the Elections Committee Chair.
 - i. Candidates may submit excuses in writing to the Elections Committee Chair (elonsgaelections@gmail.com) prior to the mandatory meeting.
 - 1. Retroactive excuses will only be considered under emergent circumstances.
 - ii. Candidates will only be excused for documented illnesses, academic courses, University required conflicts, or other excuses as approved with the written permission from the Elections Committee Chair.

D. Speeches

- a. Speeches are optional, yet strongly encouraged, for all positions.
- b. Speech Approval
 - i. All speech scripts must be submitted to the Elections Committee Chair via email (elonsgaelections@gmail.com) by the identified deadline. If a speech is not received by the Elections Committee Chair for approval on time, the candidate will not be allowed to deliver their speech.
 - ii.
 - iii. Speeches are recorded in time to be shared with the student body prior to the election.
 - iv. Speeches may be hyperlinked next to a candidate's name and statement on the ballot.
 - v. Speeches may be posted online by ENN or SGA for further publicity, such as Twitter, Facebook, YouTube, live broadcast, and other social media.
- c. Campaign Statement
 - i. All candidates may submit a statement of fifty words or less about their campaign to accompany their name and picture on the ballot.
 - ii. Statements are due with the application via Phoenix Connect.
- d. Speech Recordings
 - i. When recording the speech, candidates will be provided only two (2) attempts.

- ii. Time Specifications for Speeches:
 1. Executive Office Candidates: Maximum six (6) minutes
 2. All Other Positions: Maximum three (3) minutes

E. Executive Candidates Forum

- a. Participating in a Candidate Forum is optional, yet strongly encouraged for individuals running for the position of Executive President and Executive Vice President.
- b. Candidate forums 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. Candidate forums shall also feature a Q&A session for the audience.

F. Electronic Campaign Promotion

a. Online Groups

- i. Social Media + Online Communities
 1. No candidate or affiliate group shall post derogatory remarks towards another candidate or other group.
 2. The candidate is responsible for all remarks posted on their own profile, social networking accounts, group pages, and fan pages.
- ii. Online Advertisements
 1. Advertisements must adhere to the Election Manual and the Elon University Student Code of Conduct.
 2. Must not exceed the costs of the finance expenditure guidelines set forth by the Election Manual Rules and Regulations (Section L).
- 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:
 - All Students
 - Class Affinity Accounts
 - Class of 20__ Facebook Page
 - Class of 20__ GroupMe
 - Class of 20__ Snapchat Story.
 - Academic course (Moodle) accounts
 2. Candidates may utilize GroupMe chats for organizations or activities they are established members of.
 - a. Candidates do not need permission from the Election Committee Chair for these posts.
- iv. Digital Signs
 1. Individual candidates may not post on digital signs around campus
- v. SGA reserves the right to post election related material and events for the entire student body on digital signs around campus. This information includes but is not limited to:
 1. Election dates and procedures
 2. Election events (i.e. candidate speeches)
 3. Candidates up for office

- 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. Electronic campaigning not detailed herein brought to the attention of the Election Committee shall be considered in consultation with the organization's advisor and executive board.

G. 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 and posters must be removed by a date and time specified by the Chair and Executive Board following the closing of the specified election.
 - iii. In the event that a candidate is not qualified, they must remove all posters.
- b. 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 and/or SGA Review Board.

H. Chalking Guidelines

- a. All chalking procedures must follow guidelines as stated in the Elon University Student Handbook.

I. White Board Marking

- A. Candidates may write in corners of whiteboards in classrooms to promote voting or their campaign without direct approval.

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 specific candidate's campaign materials on social media and statements to a defined group of students.
- d. The SGA logo may not be present in any campaign materials, including on apparel.
- e. No candidate may use pictures with anyone employed full time with the university to campaign.
 - i. Candidates may share others' independent statements of support.
 - ii. Extenuating familial circumstances will be reviewed by the Elections Committee on a case-by-case basis.

K. Financial Expenditures

- a. Candidates may use personal funds for all election expenses. No University organizational funds or resources may be used for a candidate's election expenses.
- b. Campaign Finance Disclosure Statement
 - i. All candidates must provide a Campaign Finance Disclosure Statement if money is spent on their campaign.
 - ii. A candidate's elections expenses may not exceed fifty (50) dollars
 - iii. The statement must include the following information:
 - 1. Itemized receipts for materials purchases.
 - a. An exception to the requirement of itemized receipts shall

- be made for students spending printing dollars at an on-campus printer.
- b. Students using printing dollars shall submit a total count of copies made for the purpose of campaigning.
2. Copies should be made of receipts containing campaign purchases.
 - a. Documentation from Print Services must be provided if the candidate chooses to use such services.
 3. Statements should include an explanation of what materials were used for in the campaign.
- iv. All candidates must submit a Campaign Finance Disclosure Statement in a timely manner to the Elections Committee Chair.
 - v. 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.
 - vi. 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.
 - All financial information will be filed by the Elections Committee and made available to anyone who requests the information.
 - Exceeding Financial Limits:
 - 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.
 - 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.
 - No donations from any group or individual may be given to candidates running for any positions.
 - vii. Candidates are permitted to use the MakerHub. They are not required to supply documentation of MakerHub resources utilized.
 - viii. The date these documents will be due is up to the discretion of the Elections Committee Chair and will be announced at the Mandatory All-Candidates Meeting.

M. Filing an Elections Complaint

- a. Provide a screenshot of any Online Community violation and reasoning behind the complaint to the Elections Committee Chair via email as soon as possible.
- b. 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.
- c. Provide a picture of any digital sign violation and reasoning behind the complaint

to the Elections Committee Chair via email as soon as possible.

- d. The Elections Committee Chair will review the complaint and respond in a timely manner.
 - i. The Elections Committee Chair shall consult with their committee members and the SGA Advisor as deemed necessary.

N. Elections Committee:

- a. Members are the members of the SGA Senate and as stated in the Constitution.
- b. Will meet once before any election and then as deemed necessary by the Elections Committee Chair.
- c. Responsibilities:
 - i. Carrying out its business as stated in the Constitution, Senate Bylaws, and Election Manual.
 - ii. Writing the election candidate application.
 - iii. Notifying the Student Body of elections in cooperation with the Vice President of Communications.
 - 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. Announce the results to the Student Body.
 - ix. Performing other duties as requested by the Executive Officers.
- d. 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.
- e. 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.
- f. Any candidate accused of violating the election guidelines will be subject to a hearing by the SGA Review Board within 48 hours at the discretion of the Elections Committee Chair in consultation with the SGA Advisor.