

BALL STATE UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
ELECTIONS CODE

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Preamble

In order to ensure that all Student Government Association Elections are impartial, fair, and consistent; help promote the understanding and recognition of the responsibilities of students to the university and the community; provide a forum for the expressions of the student body; and promote the purpose and responsibilities of the Student Government Association, we, the members of the Student Government Association, do hereby establish this Elections Code.

**Chapter 1
Elections Board**

Section 1: Establishment of the Elections Board

A. Authority

- 1) Full authority in all Student Government Association elections shall be vested in the Student Government Association Elections Board, hereafter referred to in this document as the Board.
- 2) The Board shall abide by this Elections Code.

B. Membership Qualifications

- 1) To serve on the Board, a student shall meet the following qualifications:
 - a) Shall be enrolled as a full-time Ball State University student, in good academic and disciplinary standing with the institution.
 - b) Shall not be a candidate for student office within ninety (90) days prior to the election.
 - c) Shall not campaign for or aide any candidate for office.
 - d) Shall not be current member of the Student Senate, Executive Board, Executive Cabinet, or the Judicial Court.
 - i. The Elections Commissioner shall be the only member allowed to serve on the Executive Cabinet and the Elections Board.

C. Duties and Responsibilities

- 1) The duties and responsibilities of the Board shall be as followed:
 - a) Conduct all elections for offices required by the Student Government Association's Constitution.
 - b) Make available documents, forms, and petitions for candidates seeking office.
 - c) Enforce all rules and procedures relevant to elections.
 - d) Uphold the Student Government Association's Constitution and Bylaws.
 - e) Determine sanctions for violations of the Elections Code.
 - f) Ensure compliance with University Policy and the Student Code of Conduct.
 - g) Conduct hearings for violations and refer violations to the Student Judicial Court.
 - h) Submit report to the Student Senate at the conclusion of all elections.
 - i) Coordinate, conduct, and publicize debates.
 - j) Dissolve itself within one (1) week after a winner has been officially declared.
 - k) Perform duties and responsibilities necessary and proper under the governing documents to ensure free and fair elections.

Section 2: Credentials Board

A. Shall consist of five (5) Senators and Credentials Board Chair.

- 1) The Chair shall be the President Pro Tempore of the Student Government Association.
- 2) The remaining five (5) members shall be the Chairs of each Caucus of the Student Senate.
- 3) The Chief Administrator shall act on behalf of the Chair in their absence, at the discretion of the Chair.
 - a) Should a member of the Credentials Board be a candidate in the elections process, they shall recuse themselves from the work Credentials Board.

Section 3: Election Board Officers

A. The Board shall be comprised of the seven (7) following officers:

- 1) **Commissioner**
 - a) Shall be appointed by the President and approved by a two-thirds (2/3) vote of the Student Senate.
 - b) Shall appoint the Board with a two-thirds (2/3) approval of the Student Senate.
 - c) Shall oversee, conduct, coordinate, and be held accountable for all operations of the Board.
 - d) Shall serve as the Chair of the Board.
 - e) Shall serve as the liaison between the Board and the Student Senate, the Executive Board, the Student Judicial Court, the university, and the news media.
 - f) Shall ensure that quorum is met at each Board meeting.
 - g) Shall serve as an ex-officio, non-voting member of the Student Engagement Committee.
- 2) **Secretary**
 - a) Shall record the minutes of Board meetings.
 - b) Shall act as the Chair at Board meetings in the absence of the Commissioner.
 - c) Shall submit any and all materials related to the conduct and coordination of the elections to the Chief Administrator and Archivist of the Student Government Association.
- 3) **Sheriff**
 - a) Shall be responsible for monitoring campaigns and enforcing the regulations set forth in this Elections Code.
 - b) Shall be responsible for assessing fines.
 - i. Shall work with the Student Government Association's Advisor to assess fines.
- 4) **Treasurer**
 - a) Shall be responsible for monitoring financial statements of candidates.
 - b) Shall be responsible for notifying candidates of fines and collection of fines.
 - c) Shall be responsible for collecting and distributing bond payments or the remainders thereof.
- 5) **Debate Coordinator**
 - a) Shall be responsible for planning and running three (3) debates during the campaign period:
 - i. Presidential and Vice-Presidential Ticket Debate
 - ii. Presidential Debate
 - iii. Vice-Presidential Debate
 - b) Shall be responsible for selecting and reserving locations for each debate.
 - c) Shall be responsible for appointing an outside moderator, with the Commissioner's approval.
- 6) **Press Secretary**
 - a) Shall be responsible for contacting all University media outlets concerning any action of the Board and the Student Judicial Court.

- i. Including but not limited to The Ball State Daily News, WCRD Radio Station, and NewsLink Indiana.
- 7) **Voting Member**
- a) Shall have voting rights on the Board.

Chapter 2

Dates and Times of Elections

Section 1: Spring Elections

- A. The Spring election shall include the following races:
 - 1) One (1) Executive Ticket
 - 2) One (1) President Pro Tempore
 - 3) Twenty (20) At-Large Seats
 - 4) Ten (10) Off-Campus Seats
 - 5) Nine (9) Collegiate Seats
 - a) One (1) seat for the following colleges:
 - i. College of Applied Sciences and Technology
 - ii. College of Architecture and Planning
 - iii. College of Communication, Information, and Media
 - iv. College of Fine Arts v. College of Health
 - v. College of Sciences and Humanities
 - vi. Miller College of Business
 - vii. Teachers College
 - viii. Honors College
 - ix. University College
- B. All applications are due to the Office of Student Life, Student Center Room 133, by the fourth (4th) Friday of the Spring semester at 4:00pm.
- C. The Spring nomination convention shall be held on or before the fourth (4th) Tuesday of the Spring semester.
- D. Elections shall commence on the seventh (7th) Monday of the Spring semester and conclude on the seventh (7th) Tuesday of the Spring semester.
- E. Voting shall open at 8:00 am (eastern standard time) on the first of elections and close at 5:00 pm on the last day of elections.
- F. Spring inaugurations shall be held two (2) weeks before the week of final examinations during the Spring semester.
- G. Spring election terms shall be from Spring inauguration of officers to the Spring inauguration of succeeding officers.

Section 2: On-Campus and Organizational Elections

- A. Elections for On-Campus and Organizational seats shall take place in accordance with the regulations of the individual residence hall districts or the respective organization.

Chapter 3

Eligibility Requirements

Section 1: Enrollment

- A. In order to be eligible for candidacy for any office, the student must be currently enrolled full-time at Ball State University and must be in and good academic or disciplinary standing with the university.

Section 2: Executive Ticket

- A. Presidential and Vice-Presidential Ticket
 - 1) This ticket must contain two (2) students who each have completed three (3) semesters of classes at Ball state University's campus, excluding summer sessions, study abroad session, transfer, and online students, with at least a 2.8 cumulative grade point average and have a full-time status at the time of nomination.
 - a) A student may not be nominated if they are currently studying abroad.
 - 2) No more than one (1) student shall be slated for the following executive positions:
 - a) President
 - b) Vice President

Section 3: Senators

- A. Candidates for a seat in the Student Senate shall be members of their respective constituencies, and have at least a 2.5 cumulative grade point average, have a full-time status at the time of nomination, and be in good academic and disciplinary standing with the University.

Chapter 4

Nomination Procedure

Section 1: Petitions and Forms

- A. The election packet shall be available on the second Monday of both Fall and Spring semesters.
- B. The election packet shall remain available until the posting of the official ballot.
- C. The election packet should contain, but is not limited to:
 - 1) The Nomination Form
 - 2) The Candidate Information Letter
 - 3) An election calendar
 - 4) All pre-election Board rulings including campaign expenditure limits and code violation fines.
 - 5) A copy of the Elections Code
 - 6) An appropriate Bond Payment Form

- 7) The necessary number of stamped, dated Nomination Petitions
 - 8) The appropriate Candidate Campaign Form
 - 9) The Campaign Information Form
 - 10) The Candidate Checklist and Receipt
- D. Additional documents will be added at the discretion of the Student Senate by a two-thirds (2/3) vote.

Section 2: Nomination Convention

- A. Only nominations accompanied by all the forms from the Board will be accepted at this convention.
- B. Students submitting a packet unable to attend this convention must send a proxy.
- C. Any student verbally nominated and approved by an eligible voter shall be a nominee.
- D. The Board and campaign managers shall make public the names of all candidates within 24 hours of the Nominations Convention.
- E. All candidates, campaign managers, and staff are held responsible for their words and actions as they apply to this Elections Code, the Student Government Association Constitution, and the Student Government Association Bylaws.
- F. If, at the Nomination Convention, a candidate's forms are denied, the Elections Board will keep the denied forms until the candidate(s) withdraws from the election or new forms are completed and submitted.

Section 3: Late Nominations

- A. In the event that a candidate wishes to run after nomination convention, late nominations may take place.
- B. Late nominations must file all forms no later than 5:00 pm on the day preceding the posting of the official ballot.
- C. Late nominees cannot campaign until after their nomination packet has been received and approved by the Elections Board, and no more than 10 days before the election.
- D. In the event that there are more seats available within the Senate than there are number of candidates, the application process for all remaining seats in the Senate not yet filled shall go through the Credentials Board, following the conclusion of Elections.

**Chapter 5
Debate Procedures**

Section 1: Presidential and Vice-Presidential Ticket Debate

- A. Debate etiquette will be left to the discretion of the Debate Coordinator.
- B. Debates shall last at least an hour.
- C. Each candidate shall be allowed 1 minute for opening statements and closing statements respectively.
 - 1) The order of statements shall be decided by the Debate Coordinator.
- D. For each question, each candidate shall have 2 minutes to answer the question.

- 1) After all candidates have answered, candidates shall be permitted to make 30 second rebuttals.
 - 2) At the discretion of the moderator, the discussion of a question may be extended by 30 seconds per candidate.
- E. Any changes to the procedure of the debates will be communicated to the Tickets by the Debate Coordinator.

Section 2: Presidential Debate

- A. Debate etiquette will be left to the discretion of the Debate Coordinator.
- B. Debates shall last at least an hour.
- C. Each candidate shall be allowed 1 minute for opening statements and closing statements respectively.
- 1) The order of statements shall be decided by the Debate Coordinator.
- D. For each question, each candidate shall have 2 minutes to answer the question.
- 1) After all candidates have answered, candidates shall be permitted to make 1-minute rebuttals.
 - 2) At the discretion of the moderator, the discussion of a question may be extended by 30 seconds per candidate.
- E. Any changes to the procedure of the debates will be communicated to the Tickets by the Debate Coordinator.

Section 3: Vice Presidential Debate

- A. Debate etiquette will be left to the discretion of the Debate Coordinator.
- B. Debates shall last at least an hour.
- C. Each candidate shall be allowed 1 minute for opening statements and closing statements respectively.
- 1) The order of statements shall be decided by the Debate Coordinator.
- D. For each question, each candidate shall have 2 minutes to answer the question.
- 1) After all candidates have answered, candidates shall be permitted to make 1-minute rebuttals.
 - 2) At the discretion of the moderator, the discussion of a question may be extended by 30 seconds per candidate.
- E. Any changes to the procedure of the debates will be communicated to the Tickets by the Debate Coordinator.

Chapter 6
Manner of Elections

Section 1: Approval by Acclimation

- A. If the number of eligible candidates is equal to or less than the available number of seats in any election, that particular election may be canceled resulting in the candidate(s)' appointment with the approval of the Student Senate by acclimation.

Section 2: Voting

- A. All voting, in both Fall and Spring elections, shall be web-based rank choice voting and/or by electronic device(s): provided and administered by the Office of Student Life as it sees fit.
- B. If only one (1) ticket runs for the Executive Board, the option of No Confidence shall be included on the ballot.
 - 1) If the option of No Confidence receives the majority vote, elections for the Executive Board shall restart, and new nominations for candidates shall occur at a time to be determined by the Elections Board.
- C. If two (2) candidates run for the Executive Board, the candidate that receives a majority vote shall be declared the winner.
- D. If more than two candidates run for any position on the Executive Board, the ballot for the Executive Tickets shall be ranked choice.
 - 1) On the ballot, students will rank tickets by preference.
 - a) If one candidate receives a majority of first place votes, that ticket shall be declared the winner.
 - b) If no candidate receives a majority of first place votes, the candidate with the fewest first-place votes is eliminated and the second-place votes indicated on those ballots are tallied.
 - c) If no candidate receives a majority after counting first and second place votes, the process is repeated by eliminating the next candidate with the fewest votes and tallying the third-place votes.
 - d) This process is repeated until a candidate has a majority.
 - 2) If the result of a ranked choice vote is a tie, the winning candidate(s) shall be determined by a majority vote of the Student Senate by way of a secret ballot.

Section 3: Withdrawal

- A. Candidates may withdraw their candidacy from the election by filing a form, approved by the Board, with the Chair no later than 5:00 pm on the day before the posting of the official ballot.
- B. Any vacancy in a ticket or office on the ballot may be replaced no later than 5:00 pm on the day before the posting of the official ballot by filing a form, approved by the Board and the Chair.

Section 4: Ballot Positions

- A. Names shall appear in a random order for each ballot.
- B. Names of candidates shall appear on the ballot as approved by the candidate on a form approved by the Board.
- C. All candidates' names shall be posted seven (7) days prior to the first day of elections.
 - 1) After this forty-eight (48) hour period, there will be no alterations to the ballot.
- D. All Executive Tickets appearing on the ballot shall include the name of the candidate(s) running and each individual ticket member next to their desired position.

- 1) The displayed candidate(s) name shall be indicated to the Board at the nomination convention on an approved form.

Section 5: Voter Eligibility

- A. Each student may cast only one (1) vote in each Student Government Association election.
- B. A student must have a valid Ball State University username and password.

Section 6: Special Accommodations

- A. Mobility and visually disabled students shall have the right to allow a fellow student or faculty member to assist in completing a ballot.

Section 7: Tallying Votes

- A. The votes shall be collected from Institutional Effectiveness, accessed by the Student Government Association Advisor.
- B. Only members of the Board and the Advisor to the Student Government Association may be present upon the certification of the votes.

Section 8: Declaration of Winners

- A. Executive Ticket
 - 1) The winner shall be the candidate(s) receiving a majority of votes cast with one (1) or two (2) candidate(s) running or the ticket receiving a majority of votes cast, per rank choice voting, with three (3) or more tickets running.
 - 2) The winner shall be notified by phone after the close of voting on the final day of the elections.
 - 3) If a tie occurs between candidate(s), preventing a majority, the election shall be decided by a majority vote of the Student Senate by way of a secret ballot.
- B. Other Offices
 - 1) Candidates for other offices receiving a majority vote per rank choice voting shall be declared the winners.
 - 2) If a tie occurs between candidates, preventing a majority even after rank choice voting, the election shall be decided by a majority vote of the Student Senate by way of a secret ballot.

Section 9: Announcement of Winners

- A. Announcement of winners shall be made publicly known within 24 hours of the completion of the second day of voting.

Section 10: Announcement of Staff

- A. Campaigns must announce their Campaign Manager, Treasurer, and all campaign volunteers at the Nomination Convention.
 - 1) If campaigns retain any additional campaign volunteers after Nomination Convention, they must notify the Election Board within 24 hours. The Elections Board shall notify any other campaigns.

Section 11: Election of the Chief Administrator

- A. The Chief Administrator shall be elected by the Student Senate from a pool of candidates.
- 1) Applications for the office of the Chief Administrator shall be open from the beginning of the Nomination Convention till the end of the election of the Executive Ticket.
 - a) Any member of the Student body shall be able to apply for the office of the Chief Administrator.
 - 2) Once the application window is closed the applications shall be sent to the President Pro Tempore of the Student Senate and the Credentials Board.
 - 3) After the candidates are approved by the Credentials Board, they shall have the opportunity to present themselves before the Student Senate where they will be approved via a simple majority of votes cast.
 - a) In the event that three or more candidates run, the candidate receiving a majority of votes cast, per rank choice voting, shall be declared the winner.

Section 12: Election of the Treasurer

- A. The Treasurer shall be elected by the Student Senate from a pool of candidates.
- 1) Applications for the office of the Treasurer shall be open from the beginning of the Nomination Convention till the end of the election of the Executive Ticket.
 - a) Any member of the Student body shall be able to apply for the office of the Treasurer
 - 2) Once the application window is closed the applications shall be sent to the President Pro Tempore of the Student Senate and the Credentials Board.
 - 3) After the candidates are approved by the Credentials Board, they shall have the opportunity to present themselves before the Student Senate where they will be approved via a simple majority of votes cast.
 - a) In the event that three or more candidates run, the candidate receiving a majority of votes cast, per rank choice voting, shall be declared the winner.

**Chapter 7
Campaign Regulations**

Section 1: Adherence to the Elections Code

- A. Each candidate/ticket shall be responsible for adherence to this Elections Code, the Student Government Association Constitution, the Student Government Association Bylaws, the Student Code of Conduct, and all university policies.

- B. Any candidate/ticket may appoint a treasurer to be the contact person for the Board on all financial matters and/or a campaign manager to be the contact person in all other matters.

Section 2: Fundraising and Campaigning

- A. All fundraising and campaigning activities shall be conducted in strict accord with this Elections Code, university policies, and local, state, and federal laws.
- B. All fund-raising expenditures (e.g. entertainment, food, etc.) are campaign expenditures, as governed by Chapter 6, Section 3 of this Elections Code.
 - 1) The Board's Commissioner and Treasurer shall be notified within 24 hours after the completion of any fund-raising events.
- C. Campaigning shall include public displays, or statements, presentation of campaign materials, of intent to run for an office of the Student Government Association, except for conversations among potential executive slate members, candidates, campaign staff, and forms filed with the Board.
 - 1) Candidates may begin campaigning upon the close of the Nomination Convention and shall end upon the conclusion of the election.
 - 2) Campaigning material present during the Nominations Convention is prohibited.
 - a) Campaign materials are defined as any type of promotional material that contains an Executive Ticket's logo, name, and/or candidate's names.
 - 3) Candidates must cease and remove all campaign material from the University Computing Services 24 hours before the election.
- D. Electioneering
 - 1) No physical campaigning shall occur on election days.
 - a) This includes for all members of the slate and volunteers.
 - i. Public social media campaigning is permitted on election days.
 - b) Public campaigning is defined as being directed at the entire student population rather than targeting specific individuals.
 - i. Social media campaigning cannot be directed at any particular person or persons rather than a general audience.

Section 3: Campaign Finance

- A. All final limitations shall be set by the Board in accordance with the limits in this section and announced by the Board in the Candidate Information Letter.
 - 1) Campaign expenditures for Student Senate shall not exceed \$250.00.
 - 2) Campaign expenditures will not exceed \$2,000 for an Executive Ticket campaign.
- B. The expenditure limit represents the value of campaigning goods or services, not actual dollars spent by the candidates.
 - 1) At no time will volunteer campaign workers be computed as part of the expenditure limit.

- 2) If appropriate documentation, i.e. receipts, cannot be presented, the Board will assess a value for campaign goods and services based on current, reasonable comparisons.
- 3) Each candidate shall maintain financial records for all money and donations received and paid out for campaigning, which shall be updated and available to the Board within 24 hours of being requested by the Board.
 - a) In the event of a contested election, these records must be completed and submitted to the Board before the beginning of the voting period.

Section 4: Advertising and Publicity

- A. Campaigning and publicity shall be conducted in accordance with the following:
- 1) Candidates, campaign managers, and staff are prohibited from presenting electronic devices to any Ball State University student in an effort to solicit a vote.
 - a) Candidates shall be prohibited from presenting a device to a student while voting is open in order to solicit a vote.
 - 2) Campus Buildings
 - a) Posters no larger than 14" x 22" will be allowed in classrooms and hallways only on available bulletin boards.
 - i. If the available bulletin board requires permission from the department chair, written permission must be submitted to the Board.
 - b) Posters and signs of any type will not be posted in Emens Auditorium, Pruis Hall, Dining Facilities, or the Administration Building.
 - 3) Campaign Grounds Publicity
 - a) Posters, banners or other signage are not allowed on trees, the exterior of campus buildings, sidewalks, pathways, utility poles, parking meters, street signs or posts.
 - b) Written permission by the university must be given to the Board prior to the use of university banner space by candidates.
 - 4) Residence Halls
 - a) Publicity and campaigning on surfaces, other than personal residence hall room doors, must be approved through Housing and Residence Life.
 - 5) Campaigning shall not obstruct the normal functions of the university.
 - 6) Candidates must follow Computer Users Policy located in the Student Code of Conduct.
 - 7) Reservations of space and orders of literature before the Nomination Convention shall be allowed.

Section 5: Interpretations

- A. Any ticket or candidate shall approach the Board for an interpretation of the Elections Code.

- 1) Upon giving a response, the Board shall notify any and all other tickets and candidates of the questions asked, and the interpretation given within 24 hours.

Section 6: Organization Neutrality

- A. No materials, resources, or property of the Student Government Association shall be used for the support of any ticket or candidate.
- B. The Elections Board, itself may be permitted to utilize such resources for the promotion of the election to educate the student body and encourage voter turnout.

Chapter 8 General Procedures

Section 1: Violations

- A. The Sheriff, based upon a preponderance of the approval of the Board, shall impose penalty(s) upon any candidate/ticket found in violation of the Elections Code.
- B. A violation is any action from a candidate, ticket, or ticket volunteer that does not adhere to the Elections Code, the Student Government Association Constitution, the Student Government Association Bylaws, the Student Code of Conduct, and all university policies.
- C. Any current Ball State faculty, staff, or student may file a violation to the Sheriff.
- D. The Sheriff, based upon the decision of the Board, shall impose appropriate penalty(s) at the end of the election period, upon any candidate/ticket found in violation of the Elections Code, with the approval of the Commissioner.
 - 1) The maximum fine imposed on any candidate shall be 20% of the expenditure limit.
 - a) If total penalties should exceed 20% of the expenditure limit, the candidate or Executive Ticket shall automatically be disqualified and shall be ineligible to appear on the ballot.
- E. Candidates may appeal any penalty imposed by the Board to the Judicial Court.
- F. Funds accumulated from fines:
 - 1) All monies accumulated by the Board as a result of fines and campaign violations shall be deposited into an appropriate area as determined by the Student Government Association Treasurer, with the approval of the Student Senate Finance Committee.
- G. The campaign manager or treasurer from a candidate's team shall be contacted before and after all meetings dealing with a violation against their ticket.
 - 1) Any individual presenting a violation to the Board must present in-person said violation and the individual or ticket being accused shall present themselves or a proxy before the Board.
 - 2) The campaign manager shall be contacted regarding the Board's decision on the violation against their ticket or candidates.

- 3) Once the Board has decided a violation has occurred the Board shall first notify the respective campaign manager, then notify the public via the Press Secretary of the Elections Board within 24 hours.
- H. Violations can be filed up to 48 hours after the election results have been certified.

Section 2: Appeals

- A. Any ticket or candidate may appeal to the Student Judicial Court any decision of the Board.
- B. A notice of appeal must be filed within three (3) days (72 hours) after a decision that the Board made.
 - 1) Notice of Appeal must be a formal email sent from the respective ticket's campaign manager to the Commissioner of the Board and the Secretary of Justice.
- C. The decision of the Student Judicial Court regarding the appeal is final and cannot be appealed further.
- D. If the Student Judicial Court finds the decision of the Board is inappropriate, then the Board will correct its original decision to make it appropriate.
- E. All decisions of the Student Judicial Court must be made public via the Press Secretary of the Elections Board within 24 hours of the decision.

Section 3: Standard Time

- A. All times stated in this Elections Code refer to the Eastern Time Zone in accordance with Day Light Savings.

Section 4: Disclaimer Clause

- A. In case any part of the Student Government Association Elections Code is found in violation of, or contradictory to any of the following, only that portion in violation or contradiction shall be declared null and void:
 - 1) The Student Government Association Constitution
 - 2) The Student Government Association Bylaws
 - 3) Ball State University Regulations
 - 4) Federal, state, or local laws

Chapter 9

Ratification and Amendments

Section 1: Amending the Elections Code

- A. Amendments to the Student Government Association Elections Code shall be made in the following manner:
 - 1) The proposed amendment is immediately sent to the Rules and Constitution Committee.
 - 2) The proposed amendment shall be presented in writing to be read and distributed to the members of the Student Senate.
 - 3) A two-thirds (2/3) vote of the Student Senate is required to pass the proposed amendment.

- 4) The passed amendment is subject to the approval or veto of the President the Student Government Association.

Section 2: Ratification

- A. The Elections Code shall become effective upon a three-fourths (3/4) affirmative vote of the Student Senate. By approving this Election Code SGA hereby nullifies all previous Elections Codes.

Chapter 9 President Pro Tempore

Section 1: Eligibility Requirements

- A. Each President Pro Tempore must have completed three (3) semesters of classes at Ball State University's campus, excluding summer sessions, study-abroad sessions, transfer, and online students, with at least a 2.8 cumulative grade point average, and have a full-time status at the time of nomination.
- B. Each President Pro Tempore must serve three (3) semesters as a Senator in the Student Government Association (SGA) prior to taking office as the President Pro Tempore.

Section 2: Nominations

- A. Nominations for President Pro Tempore must occur during the first student senate meeting in the month of March.
 - 1) Nominations for President Pro Tempore will appear as a Special Order of Business on the senate agenda.
- B. Any senator of the student senate may nominate eligible candidates for the position of President Pro Tempore when yielded to by the president of the senate.
- C. All nominated candidates must accept or reject their nomination for President Pro Tempore during senate meetings.
- D. Late Nominations for the position of President Pro Tempore must be approved by a simple majority vote of the student senate or the Credentials Board.

Section 3: Presentation

- A. Each candidate for President Pro Tempore will be permitted to present to the student senate at the third meeting senate meeting during the month of March.
- B. Each candidate may present for no more than fifteen (15) minutes.
- C. Following the presentation, each candidate for President Pro Tempore may begin a question-and-answer session by members of the Student Government Association.

Section 4: Withdrawal

- A. Any candidate for President Pro Tempore may rescind their nomination at any time prior to the President Pro Tempore election. Candidates must inform the President of the Senate and the President Pro Tempore of their decision to rescind their nomination for President Pro Tempore.

Section 5: Ballot Position

- A. Names of all candidates for President Pro Tempore will be displayed in alphabetical order by last name.

Section 6: Voting

- A. Only voting members of the student senate may vote in the President Pro Tempore election. Proxies are not permitted to vote in the President Pro Tempore election.
- B. The votes of the President Pro Tempore election will be tallied by the sitting President Pro Tempore. In their absence, the President of the Senate or Parliamentarian will conduct the votes.

Section 7: Declaration of Winner

- A. The winner of the President Pro Tempore election must receive the most votes in the election.
- B. The winner of the President Pro Tempore election will be announced by the presiding officer of the student senate following the calculation of the vote.