

# **Appendix A**

## Election Procedures and Guidelines

### Election Procedures:

The University of Tampa Student Government will hold their annual elections in the spring semester for all elected positions except for the two freshmen senators (who will be elected in the beginning of the fall semester). The election results will be kept confidential and monitored by the Chief of the Judicial Advisory Board, Student Government Advisory, and Associate Dean of Students until the official announcement. The candidates will be able to inspect the results of the election following the announcement. All challenges to the elections, including campaign offenses, must be made in writing or in email and presented to either the Office of Student Leadership and Engagement or the Student Government Office by 5:00PM on the business day after the results are announced.

### Violations/Appeals Process:

All violations of election rules and procedures witnessed by or made known to the Office of Student Leadership and Engagement or Student Government Office shall be reported to the Judicial Advisory Board for appropriate action.

The candidates in violation will have the opportunity to present their case to the Judicial Advisory Board. The candidates will have present their account of the election violation with any evidence they may have. The Judicial Advisory Board will decide on appropriate sanction(s) based on evidence provided. If new evidence becomes available after the Judicial Advisory Board decision, it may be presented at an additional meeting. The Judicial Advisory Board will then meet and rule strictly on the new evidence.

An appeal of the Judicial Advisory Board decision may be granted.. A written appeal must be submitted to the Chief Justice of the Judicial Advisory Board no later than 5:00PM the next business day.

The Chief Justice of the Judicial Advisory Board shall chair and appoint the proposed appeals board for elections. The members must be approved by the Student Government Advisory to ensure that there is no conflict of interest. The board shall be comprised of two executive members from different student organizations, and one representative from the Student Conduct Board. The Dean of Students and on Student Government Advisor can serve as ex officio members. The board will meet and decide on appropriate sanction(s) based on both written accounts of the election violations and the physical evidence provided. No candidate is allowed to be present during the proceedings.

### Qualifications of Student Government Officers

#### *Presidential and Vice Presidential Candidates:*

1. A student eligible to be a candidate must:
  - Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
  - Have a cumulative grade point average of 3.00 as determined by the Registrar.
  - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
  - Only declare candidacy to a single office in the election.
  - Have previously attended The University of Tampa for at least two full consecutive semesters at the time of the election.
2. A student eligible to hold an office must:

- Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
- Commit to serve in the position the full academic year.
- Have a cumulative grade point average of 3.00 as determined by the Registrar.
- Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
- Not be a president or editor of any other campus organization; exceptions may be made as deemed necessary under the discretion of the Student Government Advisory.
- Diligently carry out the duties of their respective office.

*Speaker of Assembly Candidates:*

1. A student eligible to be a candidate must:
  - Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
  - Have a cumulative grade point average of 3.00 as determined by the Registrar.
  - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
  - Only declare candidacy to a single office in the election.
  - Have previously attended The University of Tampa for at least two full consecutive semesters at the time of the election.
2. A student eligible to hold an office must:
  - Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
  - Commit to serve in the position the full academic year.
  - Have a cumulative grade point average of 3.00 as determined by the Registrar.
  - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02.
  - Diligently carry out the duties of their respective office.

*Student Senator Candidates:*

1. A student eligible to be a candidate must:
  - Be in good standing and regularly enrolled at The University of Tampa and carry at least 12 semester hours.
  - Have a cumulative grade point average of 2.75 as determined by the Registrar.
  - Senators elected to represent their class must have the appropriate number of credit hours when elected.

- This requirement can be waived by the Judicial Advisory Board for incoming freshmen with sophomore standing.
2. A student eligible to hold a Student Senate seat must:
    - Be in good standing and regularly enrolled at The University of Tampa and with at least 12 semester hours.
    - Commit to serve in the position the full academic year.
    - Have a cumulative grade point average of 2.75 as determined by the registrar. First-year students must have a 2.75 at the end of the first semester in order to continue in office for the remainder of the year.
    - Diligently carry out the duties expected of a Student Senator.

Election Disqualifications:

The following disciplinary sanctions will disqualify a student from becoming elected or holding a Student Government officer position. This would put the Student Government officer in poor standing.

1. Pending termination of residency/restricted access from all residential areas.
  - a. Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
2. Termination of residency and/or restricted access from all residential areas.
  - a. Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
3. Pending suspension.
  - a. Depending on violation(s) and when sanction(s) occurs, a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
4. Suspension from The University of Tampa.
5. Expulsion from The University of Tampa.
6. Unsatisfactory completion of all sanctions.

Election Guidelines:

- The President and Vice President shall run on a single ballot.
- For the President and Vice President positions, one of the candidates must have previously held a Student Government position within the last academic year.

- Standing as a Student Government representative for an organization does not suffice this requirement.
- In the event that either the President or Vice President elect is unable to fulfill their duties during the academic year, the replacement must have the qualifications to maintain the requirements for the President and Vice President dyad.
- Candidates must not act in such a manner that it places a voter under duress with regard to their vote, as decided by an election committee investigation.
  - Duress should be defined by belligerent pestering or feeling unnecessary pressure to vote by an election candidate (or student).
- Candidates must not take down or tamper with other candidates' campaign materials.
- Candidates should campaign positively. Candidates are representing The University of Tampa.
- Use of The University of Tampa mass/global email system is prohibited. This includes email sent through any UT system (i.e. UT e-mail and Blackboard systems).
- Candidates may campaign only on the dates provided by the Judicial Advisory Board.
- Candidates must obey the University Posting Policy. This includes removing campaigning materials after the election. The Judicial Advisory Board reserves the right to remove any campaign items that violate the University Posting Policy.
- Candidates may only use posting opportunities available to all candidates (RA's may not use personal bulletin boards).
- Prior to posting items in The University of Tampa dining facilities or any other food service location, candidates must speak with Sodexo employees for approval.
- Candidates must submit a complete Elections Packet in order to be recognized on the ballot by the deadline established by the Chief Justice of the Judicial Advisory Board.
- If a candidate is found to not meet the GPA or good standing requirements, he/she will be removed from the ballot as a candidate.
- A candidate may not change the position that he/she is running for after the Election Packet deadline has passed.
- A candidate must notify the Judicial Advisory Board if he/she plans to withdraw from the election either in writing or an email to the Chief Justice of the Judicial Advisory Board.
- Senators representing the various classes can only be elected by members of those classes.
- Campus wide senators shall be subject to the vote of the entire student body.
- Candidates may not use outside sponsors or vendors to fund and/or support campaigns.
- Cash or gift cards may not be used as a voting incentive.
- Candidate budgets, established by Student Government, will be the only budget used for a candidate's campaign.
- Candidates are prohibited from campaigning at the same time and location as election polling.

- Candidates are responsible for the actions of anyone assisting in their campaign.
- Violating any one of the Election Guidelines may result in a disqualification from position.
- All election discrepancies are to be mediated by the Chief Justice of the Judicial Advisory Board with approval of the Executive Council.

Campaign Offenses:

The following offenses are punishable with disqualification from all elected positions during the current election period; not to include those appointed by The University of Tampa Student Government or positions elected during a different time period.

1. Each candidate, or their non-candidate representative (any person who is not a candidate for the same position as the person he/she is representing), must attend the first candidates' meeting. Failure to do so will result in that candidate's withdrawal from the election.
2. Formal campaign material (posters, campaign speeches, letters to organizations, website posts, and any social media presence) may not begin until after the first candidates' meeting or when the Judicial Advisory Board advises.
3. Door to door campaigning by any student (candidate or not) is not allowed.
4. During the voting period, candidates are not allowed to have any electronic voting devices out while campaigning or speaking with students about elections.
5. During the voting period, all computer labs and the library will be free of active campaigning, such as asking those within the areas listed previously to "vote/choose/select, etc." a particular candidate to win. Posting flyers, etc. within these zones is allowed as long as official posting policies are followed.

