

# STUDENT GOVERNMENT ASSOCIATION

## STANDARD STUDENT ELECTIONS OPERATING PROCEDURES

### ARTICLE I Purpose

These Election Procedures shall apply to all elections and nominations that are to be held for the whole or any part of the Adelphi Student Body where authorized by the Constitution of the Student Body or under any Congressional statute. Where this Code shall apply, its provisions shall supersede those of any club or organization.

### ARTICLE II Position Availability

- A. During the fall semester, elections shall be held for the following positions: Freshman Class Officers, Residence Hall Senators, Commuter Senators and any other positions not filled in the previous election.
- B. During the spring semester, elections shall be held for Cabinet, Sophomore, Junior, and Senior Class Officers, Academic School Senators, International Senator, and Chief Justice of the Student Court.

### ARTICLE III CANDIDACY

#### Section 1 Eligibility

- A. All candidates must adhere to the qualifications set forth in the Student Government Association Constitution, this Code, and the Adelphi University Student Handbook.
- B. The minimum cumulative Grade Point Average required for candidacy shall be 2.5. Grade point averages will not be rounded up.
- C. No student may at any time hold more than one office or run for more than one position in any given election.
- D. All candidates must attend all candidate meetings deemed mandatory by the Elections Committee. Any candidate that fails to attend or fails to turn in a written excuse will result in a written warning via e-mail from the Vice President of Administration. If this is not the first infraction committed by the candidate, a meeting with the elections committee will ensue, and sanctions deemed appropriate by the elections committee will be put in place.

#### Section 2 Procedure

- A. Persons desiring to be a candidate for any Student Government elected position must file a candidacy form with the Elections Committee available in the Center for Student Involvement before the deadline set by the Committee.

- B. Any candidate wishing to withdraw may do so by turning in a written request at least two (2) class days before the election.
- C. Once the filing deadline has been set by the Elections Committee, it may not be changed.

Section 3 Campaign Expenditures

- A. Campaign expenses shall be limited to \$150.00 for each candidate.
- B. All receipts must be submitted by each candidate to the elections committee within one week of purchasing items.

ARTICLE IV CAMPAIGN PERIOD

Section 1 "Meet the Candidates Fair"

- A. All candidates will be required to attend the "Meet the Candidates Fair".
- B. Any candidate that must miss this event must submit a written excuse to the Elections Committee prior to the meeting. Any candidate that fails to attend or fails to turn in a written excuse will result in a written warning via e-mail from the Vice President of Administration. If this is not the first infraction committed by the candidate, a meeting with the elections committee will ensue, and sanctions deemed appropriate by the elections committee will be put in place. Sudden emergencies are excusable at the discretion of the Elections Committee.

Section 2 General Campaigning

- A. There shall be no campaigning that will tarnish the dignity of Adelphi University or its campus.
- B. There shall be no campaigning that shall disturb classes in session, regardless of the instructor's consent. No member of the Adelphi University Administration, Faculty or Staff may campaign on a candidate's behalf.
- C. No candidate shall make a statement in public which might injure the personal character or reputation of another candidate. Statements should be of a professional and willingly truthful nature. Failure to comply with this policy could result in immediate disqualification from the election.
- D. There are no time restrictions on securing a campaign manager, organizing a platform, and purchasing materials.

- The complete roster for the candidate's campaign team must be submitted no later than the day that "Meet the Candidates" has been scheduled for. Any additions must be submitted in writing to the Elections Committee.♦
- E. The act of intentionally removing, mutilating, or destroying another candidate's campaign materials is strictly prohibited. Candidates or campaign workers who violate this rule shall be held accountable before the Elections Committee. If a student, who is not a candidate, nor a campaign worker, violates this rule, the Elections Committee shall bring the incident before the Dean of Student Affairs for appropriate disciplinary action.
  - F. One (1) copy of all handouts, buttons, posters, signs, etc., must be approved and by the Center for Student Involvement prior to production and distribution.
  - G. There shall be neither campaigning, nor campaign materials, inside or within 100 feet of the University Center, or the library during the days when elections are taking place, since these will be the primary on-campus voting locations.
  - H. Campaign materials may remain in all residence halls during the days when elections are taking place. However, campaigning is not permitted inside or within 25 feet of any residence hall.
    - The logo of the Center for Student Involvement may only be used with the expressed permission of the C.S.I. Director (*or acting Director*).
  - I. All campaign materials must be submitted to the elections chair and approved.
  - J. Any social networking sites such as Facebook, Myspace, Blogs, Forums, etc. must be previewed and approved by the elections chair, elections committee, and Director of C.S.I. before being placed online for public viewing.

### Section 3      Residence Hall Campaigning

- A. All candidates and campaign workers must follow the directions of the appropriate residence hall director (RHD) when campaigning in a residence hall. Any campaigning that violates building or RHD policy will be deemed a violation of these procedures.
- B. All campaign materials posted or distributed inside a residence hall must be first approved by the director of the Center for Student Involvement as well as the appropriate RHD.
- C. Campaign materials may not be placed on a resident's door without the resident's permission. Under no circumstances are flyers allowed to be placed under any residents' door.

---

♦ A campaign team shall be defined as any member of the Adelphi community who signals his or her willingness to support and assist a particular candidate by providing permission to that candidate's campaign manager to submit his or her name to the Elections Committee.

- D. For the purposes of elections; the Honors College, Health Services Center, Greek Suites, Learning & Writing Center, and the Learning Disabilities Center, shall be considered part of the residence hall in which they are housed.

Section 4        On-Campus Campaigning

- A. Campaign materials placed outside must be made of cloth, wood, plastic, or laminated paper. Any other material must be approved by the Center for Student Involvement. All posts put in the ground may be no larger than 2"x 4" pieces of lumber. No post-hole diggers may be used to put posts in the ground.
- B. The following applies to both on and off campus:
  - 1. No campaign materials may be placed on light posts, telephones, monuments, sidewalks, steps, bike racks, trees, chain guards, or bushes;
  - 2. There shall be no marking of buildings, sidewalks, or other campus property. Sidewalk chalk may be used appropriately on sidewalks only when given permission;
  - 3. No campaign materials shall be distributed through mailboxes, unless addressed to specific persons and sent through the U. S. mail with postage;
  - 4. No campaign materials may be placed on automobiles unless permission is granted by the owner of the vehicle;
  - 5. E-mail may be sent to campaign workers for the purpose of campaign business, but shall not be sent in mass form to unsolicited E-mail clients for the purpose of campaigning;
  - 6. Campaigning through the medium of internet- based technology shall be restricted to standards set forth by this code and Adelphi University; and
  - 7. Campaign materials must adhere to specific building policies.
- C. Each candidate will be held personally responsible for making certain that all campaign materials are removed from the campus and public display within 48 hours of the closing of the polls, with the exception of candidates in a run-off race. Failure to do so will result in disciplinary action being taken by the Elections Committee and Center for Student Involvement.
- D. Candidates are permitted to use campus media resources, including AUTV, PAWS Radio, and the Delphian. All advertisements must first be approved by the Center for Student Involvement by completing the Elections Media form in the elections Registration Packet.
- E. Any appropriate language, pictures or caricatures are permissible pending the approval of the Center for Student Involvement.

ARTICLE V        VOTING

Section 1        Polling Places

- A. The University Center will be the official polling place for Elections. Computers will be set up in the lobby, reserved in advance with IT.
- B. Only S.G.A. members not running for office or officially campaigning for another candidate, Elections Committee members, and any others specifically appointed by the Elections Committee Chairperson may staff the polls during an election. No one may work in the polls or count the ballots if they are a candidate in any race in the election.
- C. If an unforeseen abnormality occurs at the polls, the period of time lost to the abnormality shall be made up by extending the polling period to cover the lost time.
- D. No person serving at a poll while it is open shall give advice or instructions to a voter as to the candidate to be selected.
- E. Persons other than those staffing the polls may not enter or remain in the polling area unless they are casting a ballot.

Section 2 Returns

- A. Returns of all elections shall be verified by the Director of the Center for Student Involvement within 24 hours of the closing of the polls. Immediately following the final counting of the returns, the Elections Committee Chairperson and the Director of the Center for Student Involvement shall sign a Certificate of Election containing the results of the election. This list must be signed and publicly released within twenty-four (24) hours of the signing. All certificates shall be kept on file in the S.G.A. office and the Center for Student Involvement for a minimum four (4) years.
- B. No results of the counting process shall be announced until all polls have been closed.
- C. The Elections Committee must hear and decide on all violations and complete all unfinished business determined to be of importance to the execution of a fair and expeditious election before the process of verifying the results can occur. No announcement shall be made until all the Elections Committee members are satisfied with the counting of the votes.

ARTICLE VI VIOLATIONS

Section 1 Reporting Violations

- A. Any student who wishes to report an alleged violation of the Elections Code must do so by filing a written account of the occurrence of the alleged violation to Elections Committee Chairperson within one (1) class day of the occurrence of the alleged violation or before the closing of the election polls on Election Day, whichever comes first. All reports must be placed in the S.G.A. Mailbox in a sealed envelope within twenty-four (24) hours of the occurrence of the alleged violation.
- B. All complaints must be accompanied by the signature of the complaining party to assure the accused of the right to be confronted with their accusers, and they shall also receive written notice of the allegations.

- C. All complaints will be heard by a quorum of the Elections Committee.
- D. Any violation of Electoral Code concerning campaigning which is not discovered until after the close of election polls is null and void.

Section 2 Penalties

- A. Any breach of the Electoral Code or additional rules which the Elections Committee deems necessary will subject the violator to disqualification. The Elections Committee will reserve the right to use its discretion in the interpretation of this Code.
- B. The Elections Committee, after hearing a violation, shall select the remedy or sanction appropriate to the violation. The Elections Committee shall give due consideration to the severity of the infraction and the intent of the violator. These remedies or sanctions may include but are not limited to: 1) a formal written warning; 2) limitation of expenses; 3) issuance of a cease and desist order enjoining the actions constituting the violations to remain in effect for the duration of the campaign period; 4) disqualification of the candidate; or 5) fashioning an appropriate remedy.
- C. Failure of a candidate to comply with the ruling of the Elections Committee may result in an additional violation hearing with the possibility of additional sanctions from the University.
- D. All candidates are responsible at all times for their conduct and the conduct of their formally recognized campaign team during the campaign. No distinction will be made between inappropriate actions of a candidate and inappropriate actions of their campaign team.

Section 3 Appeals

- A. The S.G.A. Judicial Branch shall have appellate jurisdiction in all decisions made by the Elections Committee. The Elections Committee shall post all decisions on the window of the Student Government Office, and contact all involved persons. Any appeal to the S.G.A. Judicial Branch must be made within 24 hours, class days only, of the posting of the decision.

Section 4 Contested Elections

- A. Any candidate may contest the election results (counting of the ballots) within two (2) class days of posting by notifying the Elections Committee Chairperson in writing.
- B. The Elections Committee or the Judiciary Branch, when confronted with a contested election, may order a recount if deemed necessary or a new election if, in the opinion of the Elections Committee and the Director of the Center for Student Involvement, it is the only course of action which will result in a fair outcome. The procedure of the new election shall be established by the Elections Committee.

ARTICLE VII LEGALITIES

- A. The Elections Committee must abide by all rules and regulations as set by the Adelphi University Student Government Association Constitution.
- B. Any action taken by or ordered by the Elections Committee must come under these guidelines.

ARTICLE VIII POST-ELECTION VACANCIES IN STUDENT SENATE

- A. Any and all vacancies or anticipated vacancies occurring in Student Senate other than those created by the normal expiration of a term of office, shall be filled according to this article.
- B. Where such vacancies, as described above, shall exist or are anticipated to exist, the Vice President of Administration shall notify the Center for Student Involvement, who will post the vacancies in the Panthertainment Booth. The Vice President of Administration shall notify the point person for each constituency that has a vacancy and draft an e-mail to be sent out to the students eligible to run for that position. (Ex. Open Position in Eddy Hall: VPA will notify the RHD of Eddy Hall who will post the e-mail in the building or e-mail the Residents the notification.)
- C. Such notification shall also provide information regarding the initial steps or directions that a student who wishes to fill any vacancy must take in order to be considered, by the Student Senate, for the selection process.
- D. The selection process shall take place each time there is a resignation, impeachment, or vacancy in the senate, with the exception of the appointed positions by the President. All interested applicants must e-mail [sga@adelphi.edu](mailto:sga@adelphi.edu) .
- E. The process by which the Elections Committee selects students to fill a vacancy in Student Senate may not be by a campus wide or other special election outside those elections by which Student Senate members are normally selected and must only be conducted once a position is vacant. The registration deadline will be one week from when the open position is advertised.
- F. The interested applicants must fill out a registration form provided by the Student Government Association. Applications must be turned in within' one week of notification of the open position. Applications must be time stamped and placed in the SGA mailbox located in the University Center, Room 110. The Cabinet shall look over each application and determine eligibility for each candidate. Each candidate surpassing eligibility will be brought before the student senate.
- G. The Vice President of Administration will notify each eligible candidate via e-mail whether or not they will be brought before the senate. If being brought before the senate, the VPA must provide the date and time of the meeting that the candidate must attend in the e-mail.
- H. The process by which the Student Senate selects students to fill any vacancy in Student Senate must not be arbitrary or partisan and the process must include, but is not limited to, the following: a formal registration submitted by each prospective member of Student Senate; an interview by a quorum of the Student Senate of each prospective member of

the Student Senate who submits a formal registration; and a majority vote of the entire Student Senate either approving or disapproving the prospective member of the Student Senate.

ARTICLE IX SUPREMACY CLAUSE

All previous Electoral Codes are hereby repealed. Provisions of other legislation in conflict with this Code, with the exception of the S.G.A. Constitution, are specifically repealed.