

ALBION COLLEGE STUDENT SENATE

ELECTION GUIDELINES

ESTABLISHED SPRING 2017

Statement of Purpose

The Albion College Student Senate sets forth in this document the guidelines that govern the election process for the Albion College Student Senate (herein referred to as “the Senate”). The purpose of the election is for the Albion College student body to elect up to twenty (20) Student Senators, a President, and Vice-President annually. Every Fall semester, the Albion College first-year class is to elect up to five (5) first-year Student Senators. The Election Guidelines will ensure that all candidates up for election follow fair and ethical practices in running their campaigns.

Article I: Elections

A. The President or his/her designee shall conduct a General Election in the month of April, each Spring, in order to elect a Senate President, Senate Vice-President, and twenty (20) Student Senators. If the President is a candidate, the President shall appoint a designee to conduct the General Election. The President’s designee must be approved by the affirmative majority vote of the Senators present at a meeting, with a quorum being present.

1. The President’s designee shall not be a candidate for the election. The President or his/her designee shall not campaign for any candidates in an election.

B. Candidates for President and Vice-President shall stand for election together on the same ticket. In the event that three or more tickets run for the positions of President and Vice-President, the President or his/her designee may conduct a vote of the student body in a primary election.

1. In the event of a primary election, the two tickets with the most votes shall be placed on the General Election ballot. Candidates for the positions of President and Vice-President on the General Election ballot who are not elected shall be considered duly elected Student Senators provided they receive the number of votes necessary to elect them to the position of Senator.

C. The President or his/her designee shall conduct a First-Year and Transfer Student Election in the month of September each fall in order to elect five (5) Student Senators. The President’s designee must be approved by the affirmative majority vote of the Senators present at a meeting, with a quorum being present.

1. The President's designee shall not be a candidate for the election.

D. In the event of three (3) or more vacancies at a given time on the Senate, the President or his/her designee may conduct a Special Election to fill the vacated positions.

E. Any student with a 2.0 grade point average is eligible to run for the position of Student Senator in the General Election. Any student with a 2.5 grade point average who has attended at least five (5) Student Senate meetings and is, at least, in his/her second semester, according to units taken, at Albion College may run for Senate Vice-President. Any student with a 2.5 grade point average who has attended at least fifteen (15) Student Senate meetings and is, at least, in

his/her fourth semester, according to units taken, at Albion College may run for Senate President. Only first-year and transfer students beginning their first semester at Albion shall serve as candidates in the First-Year and Transfer Student Election.

Article II: Election Procedures

A. The President or his/her designee and all candidates shall follow the Election Guidelines in order to ensure the right of all candidates to a fair and ethical election. All candidates shall be elected by a popular vote of the student body. No negative campaigning shall be allowed.

1. Negative campaigning shall be defined as any campaigning that criticizes another candidate rather than emphasizing one's own positive qualities, including:
 - a. Derogatory images and/or writing
 - b. Tearing down and/or getting rid of another candidate's materials
 - c. Negative messages given and received by word of mouth
 - d. Negative messages framed on social media platforms including but not limited to:
 - i. Facebook, Instagram, Twitter, Snapchat, etc.
2. If it is found that negative campaigning has occurred, the following steps should be followed:
 - a. A candidate, or student shall send a written message to the President or his/her designee explaining the situation.
 - b. If it is determined a candidate offense, action will be taken if there is documentary evidence.
 - i. The following consequences will apply if applicable:
 1. The first offense will take away twenty-five (25) percent of a candidate's votes.
 2. The second offense will take away fifty (50) percent of a candidate's votes.
 3. The third offense will disqualify a candidate from the election.
 - ii. A candidate offense shall be defined as an offense committed by someone who is running for the General Senate, Vice-President, and/or President.
 - c. If it is determined a committed supporter offense, action will be taken if there is documentary evidence.
 - i. The following consequences will apply if applicable:
 1. Each offense will take away ten (10) percent of a candidate's votes.
 - ii. A committed supporter offense shall be defined as an offense committed by someone who is not a candidate for the election, and is instead supporting a current candidate.
 - d. All offenses are under the discretion of the President or his/her designee.
3. Campaign restrictions can be a form of negative campaigning if the following rules are not adhered to:
 - a. Posters
 - i. Posters can be hung up in any public poster designated area.

1. If a candidate is unsure of where the designated areas are, he/she should contact the building's coordinator.
 - ii. Posters may be hung up in residential buildings upon submission and approval to and from the Office of Residential Life.
 - b. Finances
 - i. All candidates shall turn in documentation of campaign expenses. The President or his/her designee shall keep a public record of all candidate's expenses.
 - ii. Candidates for the position of General Senator shall not exceed a fifty (50) dollar budget.
 - iii. Candidates for the position of President and Vice-President shall not exceed a one-hundred (100) dollar combined budget.
- B. All candidates must submit supporting documentation in order to campaign for an election.
 1. General Senator documentation shall include:
 - a. Full Name, Student Identification number, email address, grade release form, and fifty (50) signatures on a petition form.
 2. President and Vice-President documentation shall include:
 - a. Full Name, Student Identification number, email address, grade release form, and one-hundred (100) signatures on a joint petition form.
 3. The President or his/her designee shall determine a date in which all supporting documentation shall be received. If the supporting documentation is not received by this date, the student will no longer be considered a candidate in the election.
- C. The President or his/her designee shall set a date for a rules meeting. All candidates must attend this meeting. If a candidate cannot attend, he/she shall meet with the President or his/her designee at a separate time before the campaign dates are set.
 1. The campaign period shall take place no earlier than ten (10) days prior to the polls opening. The campaign period shall end when the polls close.

Article III: Voting and Results

- A. There will two types of elections.
 1. The first-year and transfer student election will take place in September during the Fall semester.
 - a. Only first-year students shall vote for candidates during the first-year and transfer student elections.
 2. The general election shall take place during the Spring semester.
 - a. The Albion College student body shall vote for candidates during the general election.
- B. Polls shall open on the tenth day of campaigning.
 1. Students shall vote for candidates through an email poll.
- C. Candidates shall be placed on the ballot in alphabetical order with the President and Vice-President tickets on the ballot first followed by the General Senator candidates.
- D. Election results shall be posted to the Senate website.
 1. The names shall be placed in alphabetical order followed by the number of votes each candidate received.

Article IV: Appeals

A. Candidates may appeal an election decision to the Vice-President for Student Affairs and Dean of Students within twenty-four (24) hours.

Article V: Interpretation of the Election Guidelines

A. Final interpretation of the Albion College Student Senate Election Guidelines shall be the sole responsibility of the Albion College Student Senate with a two-thirds (2/3) affirmative majority vote of the Senators present at a meeting, with a quorum being present.

Article VI: Review/ Revision of the Election Guidelines

A. The Senate shall conduct a review of the Guidelines:

1. No less than every two (2) years
2. At the discretion of the Senate

B. Any revisions of the Guidelines shall be subject to a two-thirds (2/3) affirmative majority vote of the Senators present at a meeting, with a quorum being present.