

Butler University Student Government Association Election Guidelines

Revision Adopted on 27 January 2010

Proposed Changes on 1/26/11: Grammar/Clarity, Content Changes, Deletions

Article I – General

Section 1. Purpose. The purpose of these guidelines shall be to set fair and reasonable rules and regulations for the election of SGA officers and class officers.

Section 2. Precedence. The rules and regulations of Butler University and the Student Government Association Constitution shall take precedence of these guidelines.

Article II – Elections Oversight Committee

Section 1. Purpose. The Election Oversight Committee shall be charged with the administering of elections for SGA President and the President, Vice President, Treasurer, and Secretary of the Sophomore, Junior, and Senior classes, interpreting and enforcing of these guidelines, and overseeing candidate campaigns.

Section 2. Committee Composition. The EOC shall consist of seven full-time or alternate SGA Representatives who shall be elected according to the SGA Constitution. The EOC chair shall be elected by the seven members of the committee.

Section 3. Unbiased Representation. EOC members shall serve as unbiased representatives of the SGA and in such capacity may not hold office or be a candidate for any class officer position or SGA office; serve on any campaign staff; or in any way campaign for any candidate.

Section 4. Materials. The committee shall make available registration materials and election rules to the potential candidates within a reasonable timeframe in respect to the date of the election.

Section 5. Candidates. The committee shall make official all candidates for office and schedule any special elections or events pertaining to the elections.

Section 6. Representative Elections. The Executive Board of the Student Government Association shall oversee all elections of representatives.

Section 7. Enforcement. The committee is responsible for administering penalties to candidates and staff who deviate, whose campaign workers deviate, or those acting as campaign workers deviate from the election guidelines. Penalties shall be imposed according to the severity of the violation and may range to, and include, disqualification.

Article III – Candidate and Voter Eligibility

Section 1. Candidate Eligibility. All candidates must be full-time undergraduate students in good standing with the university. Class officer candidates must be a member of the respective class that that they are campaigning for, which is based on the class that they came in with.

Section 2. Voter Eligibility. All full-time undergraduate students of Butler University shall be eligible to vote for the SGA President. Full-time undergraduate students in the sophomore, junior, and senior classes are eligible to vote for class officers in their respective class. Class status is determined by the class with which a certain individual entered Butler.

Article IV – Election Dates

Section 1. Election Announcement. The EOC shall announce all dates for elections and election related events by the last week of classes in the fall semester first SGA Assembly meeting of the spring semester. Election materials shall be available by the third

week of classes in the spring semester and no later than one week before election materials are due.

Section 2. Campaign Timeline. Candidates may campaign starting two weeks before the scheduled election date and no later than the close of the last election they are respectively involved in.

Section 3. SGA President and Class Officer Election Dates. The election for SGA President and Class Officers shall be held on the Monday two weeks before Butler University's Spring Break.

Section 4. Date Amendment. The EOC may propose a change to any of the dates in the election timeline, which shall go into effect with a majority approval of the SGA Assembly. Proposed date changes shall be submitted to the SGA Assembly in writing and voted on not less than one regularly scheduled Assembly meeting later. Date changes may not be considered between the period of two week before election materials are officially available and when the VP's of Administration and Finance are elected. The EOC shall set all specific times for all election related events.

Section 5. Election-Related Events. The EOC shall have the power to create additional events that relate to the election, which can include but are not limited to debates, panels, and rallies.

Section 6. SGA VP's of Administration and Finance. The SGA Vice Presidents of Administration and Finance shall be nominated and elected no later than three weeks after the election of the SGA President. Candidates who submit a letter of intent to the assembly at least two weeks before the election shall be automatically nominated for the respective position.

Article V – Candidate Registration

Section 1. General. To be made an official candidate, and eligible student must submit a packet of forms to the Election Oversight Committee no later than the ~~Friday before campaigning is scheduled to commence~~ day before the mandatory information meeting. This packet is to be maintained by the EOC and will consist of the following parts.

Section 2. Declaration of Candidacy. Each candidate must submit a ~~Declaration of Candidacy~~ Application and Petition packet, giving the candidate's campaign platform and allowing the committee to verify their academic and conduct eligibility. Academic and conduct eligibility will be verified through Butler University.

Section 3. Platform. Each candidate must submit a statement of goals for office and how these goals will be accomplished.

Section 4. Petition. Each candidate must submit a signed petition consisting of 50 ~~signatures from Butler students~~ eligible voter signatures. For class officer candidates, the 50 signatures must come from members of the candidate's class. For SGA presidential candidates, at least 10 signatures each must come from the freshman class, the sophomore class, the junior class, and the senior class.

Section 5. Statement of Expenses. Each candidate must submit a budget plan for their campaign. Section 6. Campaign Staff. Each candidate must submit a list of members of their official campaign staff.

Section 7. Code of Ethics. Each candidate and each member of their campaign staff must submit a signed copy of the Code of Ethics.

Section 8. Official Meeting. Each candidate must attend an information meeting on the day scheduled by the EOC.

Article VI – Campaign Expenses

Section 1. Presidential Campaign. Expenses for each presidential campaign shall be funded through the SGA and shall not exceed ~~\$100 each~~ \$150 per candidate.

Section 2. Class Officer Campaigns. Expenses for each class officer campaign shall be funded through the SGA and shall not exceed \$50 ~~each~~ per candidate.

Section 3. Budget. Each candidate must follow their initial ~~statement of expenses~~ budget plan for their campaign and may only change that statement with the approval of the EOC. The EOC will track all expenses and reimbursements through Butler University. Reusable items may be kept by the SGA at the discretion of the EOC. ~~General office supplies may be used without approval by the EOC.~~ All receipts must be turned into the PuLSE office (AU 101) by 5:00 PM, each Tuesday of the campaign.

Section 4. Personal Budget. No personal budgets may be used for any campaign efforts, except for general office supplies as state in Section 3.

Article VII – Campaigning

Section 1. Campaign Workers. All campaign workers shall represent the campaign of their candidate and shall be held responsible to these rules and regulations. A campaign worker is anyone serving in conjunction with a candidate to further the efforts of the campaign. This includes, but is not limited to posting, distributing, designing, creating campaign materials and creating, managing, and maintaining online accounts. Each candidate shall be responsible for his or her campaign staff. Candidates may add or subtract campaign staff workers with the permission of the EOC. The EOC holds the right to investigate any member working alongside a candidate that could be deemed an unregistered campaign worker.

Section 2. Public Posting Regulations. All campaign materials must follow university rules and regulations for Public Posting Regulations. All signs, flyers, banners, etc must be pre-approved and stamped by PuLSE office. All posting must follow the PuLSE posting regulations. No Exceptions. There shall be no more than one 11x17 posting per candidate on each public bulletin board. No Postings are to be placed-present within 5025 ft of any area where public computers are prevalent, including but not limited to Atherton Computer Lab, Bookstore, Residence Halls, and University Labs throughout campus on Election Day, unless on a PuLSE approved board. No Posting inside any classroom. This includes notes left on chalk and dry erase boards. No Table Tents of any kind are to be permitted. Chalking may only occur on surfaces able to be walked on and in areas exposed to rainwater. Liquid Chalk and/or any type of paint are strictly forbidden.

Section 3. Online Regulations. All campaign materials must follow university rules and regulations for Online Posting Regulations. Candidates and their campaign workers are not allowed to post any link to the voting website in any electronic medium, including but not limited to email, online communities and “away messages.” Candidates and their campaign workers may not use any campaign materials as background/screen saver for any public computer.

Section 4. Personal Relations Regulations. All campaign materials must follow university rules and regulations for Personal Relations Regulations. There is to be no door to door solicitation. Posting on individuals’ doors by the candidate is not allowed. Students may personally post campaign material on their own door. All individual residence hall policies apply. No campaigning is allowed within 5025 ft of any area where public computers are prevalent, including but not limited to Atherton Computer Lab, Bookstore, Residence Halls, and University Labs throughout campus on any days of elections. No personal campaigning may occur while a student is at the voting website. While representing SGA, no candidate may campaign in any way.

Article VIII – Elections Staff

Section 1. Staff. The EOC may appoint students or utilize the SGA Public Relations Board to assist them in carrying out the election as needed, who will be official election staff members. Any election staff member may not be a member of any campaign staff or running for office themselves.

Article IX – Voting Procedures

Section 1. Information Resources Technology. All elections shall be administered electronically, through the Butler University Information Resources Technology.

Section 2. President. A majority vote of ballots cast by full-time undergraduate students of Butler University for a certain candidate shall be required to elect the SGA President.

Section 3. Class Officers. A majority vote of ballots cast by full-time undergraduate students in the office’s class for a certain candidate shall be required to elect a Class Officer.

Section 4. Joint Tickets and Slating. Each candidate will appear on their own respective office’s ballot. Candidates for different offices will not appear on a joint ticket, nor will officers be slated.

Section 5. Election Verification. All elections shall be verified by the EOC no later than 7 days after the last election in question and not sooner than two days after the election in question.

Article X – Run-off Elections

Section 1. General. In the event that no presidential or class officer candidate receives a majority vote, a run-off election will be held between the two candidates who received the most votes.

Section 2. Election. All run-off elections shall be schedule by the EOC for two days after the original election. All run-off elections shall follow the same rules and regulations of the initial election. Candidates of the run-off election may campaign for an additional two days.

Article XI – Violations

Section 1. Submission. Any student, faculty member, or staff member of Butler University may report violations made by candidates or EOC members no later than 24 hours after the election in question.

Section 2. Candidate Violation Levels. Violations shall be divided into three categories: Minor, Major, and Severe. Minor violations shall include but will not be limited to organizational endorsement of a candidate (including but not limited to organization bulletin boards and monetary support), violating flyer posting rules, and violating solicitation rules. Major violations shall include but will not be limited to violating University solicitation rules, working with unregistered campaign workers, and amending election registration materials without the permission of the EOC. Severe violations shall include but will not be limited to violating online posting rules, violating campus rules and regulations not previously defined as a violation, representing SGA while campaigning, and defamation of character. Candidates with more than two major or minor violations will be disqualified from the election.

Section 3. EOC Violations. All violation reports on EOC members shall go the SGA Executive Board. After review, the Executive Board shall make a recommendation to the SGA Assembly to censure the member in question, impeach the member in question, or to disregard the report.

Article XII – Rules Enforcement

Section 1. General. The EOC shall initially assess what level of violation has been breached and shall call hearings as they see fit. The EOC will communicate all violations to every candidate by email. Candidates have the right to meet with the committee before a final decision is made by the committee on campaign violations. Each infringement is individual; as such, similar punishments may be imposed on more than on occasion.

Section 2. Enforcement. For minor violations, candidates will have \$10 taken out of their budget. For major violations, candidates will have \$20 taken out of their budget. If the candidate's campaign budget has been exhausted, the fines defined will be charged to the candidate. The accumulation of two minor violations equals a major violation. Candidates who accumulate more than two major violations will be disqualified from the election. For severe violations, candidates will be disqualified from the election, even in cases where they have won their office.

Section 3. Announcement. All decisions of the EOC on violations shall be decided no later than two days after the last election that said candidate was involved with. The SGA Assembly may appeal any decision of the EOC by a majority vote.

Article XIII – Amendments

Section 1. Amendment. Amendments to these guidelines shall be submitted to the SGA Assembly in writing and voted on not less than one regularly scheduled Assembly meeting later. Amendments are subject to a 2/3 affirmation of the SGA Assembly, and shall take effect immediately upon adoption.

Section 2. Suspension. An article or section of these guidelines may be suspended by a two-thirds vote of SGA Assembly, provided that the suspension of the article or section does not cause conflict with the rules and regulations of Butler University or the Student Government Association Constitution. Suspension of the Elections Guidelines shall otherwise be considered as a motion to suspend the rules.

Section 3. Committee Revision. These shall be reviewed by the Election Oversight Committee in the fall semester of each year. The committee may make recommendations to the assembly, but is not obligated to.