

# CENTRAL STUDENT GOVERNMENT ELECTIONS

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*University of Michigan, Winter 2014*

## **I. Introduction**

Dear potential candidate,

Thank you for your interest in this semester's Central Student Government election. Regardless of your eventual victory or defeat at the polls, you are to be congratulated for your commitment to the University of Michigan student body.

We are the University Elections Commission, tasked with ensuring that the election runs smoothly. We are available for all in case of questions and concerns pertaining to the election. Please do not hesitate to contact us during the course of the election season.

This application packet contains all the information you require to participate in this semester's elections. Please ensure that your application contains the following forms:

- A List of Open Positions.
- An Election Calendar.
- Information on Accessing ITS's Acceptable Use Policies.
- A Copy of the University Housing Residence Hall Student Government Campaign Guidelines.
- A Copy of the CSG Compiled Code Art. VI, the Election Code.
- A Personal Application.
- A Party Application.

You are encouraged to review the Election Calendar. Note the required Candidates Meeting: it will take place on February 27th, at 9:00 PM in the 250 Hutchins Hall, University of Michigan Law School. Also, please note that you must return a completed application by February 26th at 5:00 PM either to the CSG offices in hardcopy or to [uec.winter2014@umich.edu](mailto:uec.winter2014@umich.edu) electronically.

Thank you once again for your interest in student government, and good luck!

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## II. List of Open Positions

### A. Available CSG Assembly Positions

<u>School</u>	<u>Total Seats</u>	<u>School</u>	<u>Total Seats</u>
College of Architecture & Urban Planning:	1	School of Music, Theatre & Dance:	1
School of Art & Design:	1	School of Nursing:	1
School of Business:	4	School of Pharmacy:	1
School of Dentistry:	1	School of Public Health:	1
School of Education:	1	School of Public Policy:	1
College of Engineering:	7	Rackham Graduate School:	10
School of Kinesiology:	1	School of Information:	1
School of Law:	1	School of Social Work:	1
College of LS&A:	22	School of Natural Resources & Environment:	1
School of Medicine:	1		
		DPS Oversight Committee	1
		<i>Note that this election is not school-specific</i>	

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## **B. Available CSG Executive Positions**

President

Vice-President

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## III. Election Calendar

- **FEB 12th: Candidacy Application Available.**
  - Candidacy applications will be made available. Candidate applications contain an election calendar, a list of positions to be elected, a copy of rules regarding elections and canvassing in Residence Halls, information on how to access ITS acceptable use policies, and a copy of the Election Code.
  
- **FEB 26th: Application Deadline.**
  - Applications must be submitted by 5:00 PM.
  - Applications may be submitted by hard copy to the CSG Office (3909 Michigan Union). Alternatively, a scanned copy of the application with the candidate's signature may be submitted by email to the UEC ([uec.winter2014@umich.edu](mailto:uec.winter2014@umich.edu)).
  
- **FEB 27th: Required Candidates Meeting.**
  - All candidates are required to attend this meeting. Candidates failing to attend this meeting may be assessed penalties.
  - Candidates Meeting will take place at 9:00 PM in 250 Hutchins Hall (University of Michigan Law School).
  
- **MAR 14th: Sample Ballot Released.**
  
- **MAR 26th: Polls Open at 12:00 AM.**
  
- **MAR 27th: Polls Close at 11:59 PM.**
  
- **MAR 28th: Unofficial Results Released.**
  - All candidates, current CSG representatives and executives, Central Student Judiciary justices, and the Michigan Daily will be informed of unofficial results by email.
  - **NOTE:** Election grievances must be delivered to the Election Director (Bryson Nitta, [uec.winter2014@umich.edu](mailto:uec.winter2014@umich.edu)) by 11:59 PM on March 28th, 2014.
  
- **Official Results**
  - Official results will be released within twenty-four hours of either the announcement of unofficial results, or after pending litigation is resolved.

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## **IV. ITS Acceptable Use Policies**

All candidates are expected to follow the Information and Technology Services acceptable use policies. These policies are available at:

- <http://spg.umich.edu/pdf/601.07-0.pdf>
- <http://www.its.umich.edu/itsdocs/r1103/>

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## V. University Housing Residence Hall Student Government Campaign Guidelines

Winter Term 2014

To: Candidates for Student Government and Campaign Managers

University Housing deems the entire residence hall as our student's home and takes steps to ensure that their home remains safe as well as conducive to studying, resting, relaxing and socializing. University Housing is permitting you to campaign in the residence halls and respectfully requests and anticipates that candidates and campaign managers honor the following guidelines.

### Dates and Times

- Winter Term 2014 campaigning in the residence halls may take place on the dates listed below between the hours of 12:00 noon to 7:00 PM.
  - Monday, March 10<sup>th</sup> through Saturday, March 15<sup>th</sup>.
  - Monday, March 17<sup>th</sup> and Tuesday, March 22<sup>nd</sup>.
  - Monday and Tuesday, March 24<sup>th</sup> and 25<sup>th</sup>.

### Building Access and Expectations while in the halls

- The CSG and LSA leaders will provide to Housing Administration a list\* of candidates and campaign managers (if appropriate). The file is sent to Sharon Rizzo-Rundenza at [sconklin@umich.edu](mailto:sconklin@umich.edu) no later than Thursday, March 5, 2014.

*\*In order for Housing to process appropriate access in a timely manner to meet your needs, the file must be set up with one column for each of these categories: first name, last name, unique name, U-M id number.*

Only those names that appear on the candidate spreadsheet are permitted to campaign in the residence halls. Campaign managers must remain with the candidate at all times.

- Building access will be enabled for the front or main-door and the dock-door of the residence halls for each candidate and manager whose name appears on the spreadsheet noted above.

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- Upon arrival to a building, the candidate and the accompanying campaign manager will check in at the residence hall's Community Center and upon departure will check out at the Community Center. Failure to check out at the Community Center will result in campaign privileges being removed.
- No more than 6 candidates will be permitted in the residence hall at one time. Community Center staff will track the number of candidates in the hall.

## "No Solicitation" signs must be honored

- Residents may post *No Solicitation* notifications on their room or apartment door. Regardless of the type of sign posted on the door, the request must be honored.

## Campaign Materials

- In respect to the residents and the staff in the buildings, it is not permissible to place campaign material under or on a resident door, tape it to walls, windows, bathrooms or drinking fountains, nor can it be placed on bulletin boards in the halls.

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## **VI. CSG Compiled Code, Art. VI: The Election Code**

### **A. Definitions.**

1. "**Election Code**" shall mean Article VI of the Compiled Code.
2. "**Candidate**" shall mean a person seeking office in an election, and a President - Vice President pair seeking those offices in an election.
3. "**Candidate-Elect**" shall mean any eligible student selected to run in an Election on the Election ballot.
4. "**Party**" shall mean a group of candidates for President, Vice President, or representative identified by a common party name on the election ballot.
5. "**Student-at-Large**" shall mean any student not currently a representative, commission chair, a justice on the CSJ, an executive, a member of the UEC, the Election Director or select committee chair on CSG, nor a candidate seeking office in an election.
6. "**UEC**" shall mean the University Elections Commission as described in § F(2) of the Election Code.

### **B. Candidates and Parties.**

1. **Overview.** The election code includes a separate Candidates and Parties Section for convenience. These rules in this section are not inclusive.
2. **Election Deadlines.**
  - a. **Filing Deadline.** No later than 5:00 p.m., 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Backup Election Director, Administrative Coordinator, or full/part time staff employed by the University for CSG purposes. The Election Director may set the filing date prior to 5:00 p.m., 16 days before the start of the election.
  - b. **Candidates Meeting.** No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.
  - c. **Challenging Party Names:** Challenges to party names must be submitted to the Election Director within 24 hours of the posting of the registered party names.
  - d. **Campaign Finance Deadline.** All completed fundraising and expenditure disclosure forms and supporting materials shall be due to the UEC before the polls open on the first day of elections. All campaign donations and expenditures must be complete at that time.



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e. **Unspent Campaign Funds.** Within one week after the announcement of the election results, all funds unspent by individual campaigns shall be reported to the UEC and must be donated to SOFC, a University of Michigan sponsored scholarship fund, or a 501(c)(3) charity of the candidate's choice.

f. **Statute of Limitations for Appeal.** After receiving the UEC's written decision, a respondent and/or petitioner has 24 hours to appeal that decision to the CSJ.

### 3. Candidacy Applications.

a. **Personal Application.** The candidacy application shall contain a personal application that shall require every candidate to provide her name as it is to appear on the ballot, her current local address, her current local telephone number, her email address, her UM ID number, her school(s) of enrollment, and her school of candidacy.

b. **Receipt.** The candidacy application shall contain a receipt, which shall be signed by the Election Director, Backup Election Director, or Administrative Coordinator upon receipt of the candidacy application and returned to the candidate for verification.

c. **Party Application.** The candidacy application shall contain a party application which shall require candidates who wish to run in a party to set forth the name of the party, and the name and dated signature of every candidate wishing to run in that party. A party need only submit a single party application.

d. **Signatures.** Every application submitted to the Election Director or Administrative Coordinator must bear the signatures and dates of signatures of every candidate named in the application.

e. **Candidate Oath.** Every candidate-elect shall sign a statement attesting to the fact that all information provided by the candidate-elect is truthful to the best of her knowledge and that she was an enrolled student at the University of Michigan's Ann Arbor campus by the end of the third week of the semester containing the election in question.

f. **Informative Material.** The candidacy application shall contain informative material which may be retained by the candidate. At a minimum, this material must include: an election calendar with appropriate deadlines clearly marked; a complete list of positions to be elected; a copy of the rules regarding elections and canvassing in Residence Halls; and information on how to access the ITS acceptable use policies; a copy of the Election Code.

g. . Only Assembly seats vacant at least 30 days prior to the start of the election shall be placed on the ballot.

### 4. Candidate and Party Names.

a. **Candidate Names.**

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i. Candidates who choose to run in a party shall be identified on the ballot by their common party name.

iii. Candidate and party names must be fully written out, with the exception of common abbreviations, with the first letter of each word capitalized, with the exception of articles, connectors, and prepositions, and the remainder of every word in the party name in lower case.

iii. No candidate may use a name on the ballot that is not her own. A candidate who wishes her nickname to appear on the ballot may spell her nickname in between her real first and last names.

**b. Party Names.** No party may use a deceptive party name.

i. Party names must be fully written out.

ii. No party name may be longer than 100 characters, including spaces and punctuation.

iii. No party name may consist solely of or begin with the word "independent".

iv. **Previously Used Party Names.** No party may choose the name of another party that was properly filed in any election within four years prior to the current election without the written authorization of a majority not greater than five of the candidates who ran with that previous party.

## **5. Candidate and Party Restrictions.**

a. **Size Limitation.** No party may run more candidates for any school or college than there are seats available to be elected from that school or college.

b. **Conflicting Applications.** No candidate shall run with more than one party. Any candidate who signs more than one party application shall not be placed on the ballot as a candidate. No candidate shall run simultaneously as an independent and with a party.

c. **Withdrawal of Candidacy.** Any candidate may withdraw from the election by submitting a written request to the Election Director no later than 8 days prior to the election. A candidate who withdraws from the election but is nonetheless elected shall have the status of a resigned member of the Assembly.

d. **Simultaneous Candidacies.** Candidates may not run for more than one electable CSG position simultaneously.

e. **Counsel.** Each party may request a Student Advocate from the Central Student Judiciary to represent the party from the beginning of the election period to the close of all cases. Requests must be made by the submission of their party receipt. Each party retains the right to appoint their own counsel if they so choose, and that appointment must be made before the party submits their receipt.

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## **6. Demerit and Penalty System.**

a. All campaigns to serve on the CSG shall be subject to the rules and regulations found in the Election Code.

b. At any point after the official start of the campaign period, the UEC may assess demerits to individual candidates and / or parties for the violations listed within this article of the Compiled Code.

c. The penalties for violations in question will be determined an assessment of demerits. Each demerit assessed comes with the additional penalty of 3% total weighted votes revoked to the guilty individual candidate or Presidential ticket. Demerits assessed to the party as a whole will not result in 3% party-wide votes revoked. Hereafter, a demerit is assumed to include the additional 3% total weighted votes revoked.

## **7. Campaign Rules.**

a. **Campaign Period.** The campaign period should commence immediately following the Candidates' Meeting with the Election Director, no later than 16 days before the start of the election. Campaign rules shall apply from the start of the official campaign period until the newly elected representatives are seated. The existence of the official campaign period shall not prohibit candidates from campaigning before the campaign period. The UEC may assess penalties for conduct that occurred before the start of the campaign period, but will not hold a hearing until after the start of the campaign period.

b. **University Policies.** The Election Director shall encourage all candidates to read and become familiar with all relevant university and residence hall policies that may be affected by their campaigns. The UEC may only hold candidates responsible for adhering to the Election Code, and may not hold candidates responsible for violations or alleged violations of any university policy not listed in the Election Code.

c. **CSG Endorsements Prohibited.** Neither the Assembly nor any of its committees, commissions, select committees, UEC, University Elections Judiciary, nor Election Director shall endorse any candidate in any election. As individuals, members of CSG may endorse the candidacy of any candidate in any election. Members of the UEC may not endorse the candidacy of any candidate or party.

d. **Minor Infractions.** Any violation shall result in the assessment of 1 to 2 demerits.

i. **Identification.** All printed campaign material must be identified, at minimum, by a statement in the form: "Paid for by <address>", where <address> is a valid email address of the candidate or party. Buttons and clothing are exempt from this rule. A violation shall be considered for every 50 pieces of campaign

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material per day. No more than four violations may be assessed within 24 hours of notifying the candidate.

ii. **Prohibited Posting Areas.** No campaign materials may be affixed on or in any University building. Designated posting areas in residence halls and University Buildings are exempted from this rule. No more than one violation may be assessed per day.

ii. **Implying Elected Incumbency.** No printed campaign material for any candidate may imply incumbency if the candidate is not a current representative on CSG. Candidates appointed to CSG may use the word "retain" on their printed campaign material but may not use the word "reelect". No more than one violation may be assessed per day.

iv. **Not Attending a Mandatory Candidates' Meeting.** Candidates wishing to be placed on the ballot and having submitted a complete candidacy application on time that fails to attend a mandatory candidates' meeting shall be in violation of this rule. Candidates may not be found to be in violation of this rule more than once per election cycle.

v. **Filing a frivolous election complaint.** An election complaint is frivolous if it fails to meet the minimum standard for a complaint, as defined by Article VI, § C (1)(c). Within 24 hours of the petitioner filing the complaint, the respondent may raise this claim as a counterclaim, to be addressed at the hearing, or the UEC may make this judgment on its own. If the UEC finds a complaint to be insufficient, it must explain, in detail, why the complaint is insufficient and give leave to amend the complaint. Upon resubmission, if the complaint is still insufficient, the UEC may dismiss the complaint and may assess demerits.

e. **Major Infractions.** Any violation shall result in the assessment of 3 to 4 demerits.

i. **Unauthorized Endorsement.** Any campaign material claiming endorsement from any person or group of people that is not authorized by that person or group of people must include a disclaimer in the form: "Not authorized by <name>", where name is the name of the person or group of people from whom endorsement is claimed. Candidates and parties may imply endorsement by securing and retaining written permission from the person or group of people from whom endorsement is claimed. No more than one violation may be assessed per day.

ii. **Campaign Finance Violations.** A campaign finance violation includes the following: failing to file a campaign finance report by the

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filing deadline, accepting donations from prohibited donors, exceeding the donation limit for individual donors, overspending, failing to report campaign donations, and failing to report campaign expenditures.

iii. **Destruction of Campaign Material Prohibited.** No candidate may move, obscure, damage, destroy, deface, remove, or alter the campaign material of another candidate or party. A student removing campaign material from her private property is not in violation of this rule.

iv. **Influencing a Student While Voting Prohibited.** No candidate may actively influence any student while the student is voting. The mere presence of a candidate in the vicinity of a voter while voting shall not constitute a violation of this rule.

iv. **Inappropriate and Irresponsible Use of Email Privileges Prohibited.** No candidate may send campaign related emails to any person who is not a registered student at the University of Michigan. No demerits shall be issued if an owner sends an email to a group or email list that contains less than 10% non-students. Furthermore, no candidate may send campaign emails to groups or email lists that the sender does not own, as defined by “mcommunity.umich.edu.” Candidates and campaign volunteers are prohibited from harvesting student email addresses for campaign purposes. Violations shall be assessed as one per recipient.

f. **Egregious Infractions.** Any violation shall result in the assessment of at least 4 demerits.

i. **Preventing Voting Prohibited.** No candidate may prevent any student from lawfully voting.

ii. **Bribery Prohibited.** No candidate may promise or offer compensation, monetary or otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The distribution of campaign material to voters shall not constitute a violation of this rule.

iii. **Fraudulent Voting Prohibited.** No candidate may cast any ballot on behalf of another student. No candidate may log into the voting website using any unqiename that is not her own.

## 8. Penalties for Violating Campaign Rules.

a. **Jurisdiction.** The UEC shall hear cases involving the alleged violation of any campaign rule, and shall meet to determine whether demerits should be assessed against any candidate(s) or party(ies).

b. **Exclusivity of Campaign Rules.** No single piece of campaign material may violate more than one campaign rule. All campaign rules shall be mutually exclusive. No candidate or party may be in violation of more than one campaign rule for a single act.

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## c. **Assessment of Demerits.**

i. Demerits shall be assessed by the UEC based on their classification as described in Section G above.

ii. The UEC may assess demerits below the guidelines specified in this article if it finds sufficient cause to do so given by mitigating factors. The UEC must state its reasons for deviating from the guidelines and this determination is reviewable *de novo* by the CSJ.

iii. **Warning.** The UEC may find a candidate or party in violation of the campaign rules but nonetheless assess no demerits against the candidate or party. This determination is reviewable *de novo* by the CSJ.

d. **Violations by a Candidate.** If the UEC determines that a candidate has violated a campaign rule and decides to assess demerits against that candidate, the UEC shall only assess penalties against that specific candidate.

e. **Violations by a non-Candidate.** Candidates and parties are responsible for educating their volunteers about the Election Code and the Campaign Rules.

i. The UEC must first determine if the non-candidate violated the Election Code.

ii. The UEC must determine if the non-candidate worked with or at the request of a candidate or party.

iii. The UEC must determine if the Election Code violation occurred within the "scope of the coordination." The "scope of the coordination" shall be defined as what the candidate or party requested the non-candidate to contribute to the campaign.

iv. If the UEC finds that all three factors set forth above were met, the UEC must assess full demerits against the respective candidate(s) or party that coordinated with the non-candidate.

## C. **Election Complaint Procedures.**

### 1. **Receipt and Disbursement.**

a. Any University of Michigan student, faculty member, staff member, or alum may file a complaint with the Election Director alleging a violation of the campaign rules. Upon receipt of the complaint, the Election Director shall immediately deliver copies of the complaint to all of the named respondents, to the members of the UEC, to the Student General Counsel, and to the Chief Justice of the CSJ.

b. Neither the Election Director nor any member of the UEC may file a complaint with the Election Director.

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c. Complaints shall set forth the names of the respondent(s), clearly identify the campaign rule that was allegedly violated, and allege sufficient facts to show that, if taken to be true, the alleged violation is plausible. Stating legal conclusions without factual support or formulaic recitations of elements of cause of action are not sufficient.”

2. **Withdrawal.** At any time during the complaint process, the petitioner of the complaint may withdraw the complaint. Upon withdrawal, the complaint is canceled and may not be heard by the UEC. A complaint that has been withdrawn may not be reinstated.

3. **Submission of Respondent's Brief.** A supplemental written brief is not required, but Respondent may file a written brief within 24 hours of her receipt of the complaint.

4. **Burden of Persuasion.** At all stages of the complaint process, the UEC and the CSJ shall assume that the allegations set forth in the complaint are not true. At all stages beyond the preliminary hearing, the petitioner shall have the burden of proof of showing that the allegations set forth in the complaint are true beyond a reasonable doubt. If a UEC decision is appealed to the CSJ, questions of fact are reviewed using a *clearly erroneous* standard and questions of law are reviewed using a *de novo* standard.

## 5. **Hearing.**

a. Within 24 hours of receipt of the respondent's brief, or the expiration of respondent's 24-hour deadline, the Election Director shall hold a hearing. The petitioner and respondent shall both be notified of the date, time, and location of the hearing, which shall be open to the public.

b. The hearing shall not commence without a quorum of the UEC.

c. The petitioner shall be given five minutes to make an opening statement in support of the complaint, after which the respondent shall be given five minutes to make an opening statement against the complaint.

d. The petitioner shall present her case first, and shall have thirty minutes to make a case in support of the complaint. The respondent shall then present her case, and shall have thirty minutes to make a case against the complaint.

e. The petitioner shall be given ten minutes to make a closing argument in support of the complaint, after which the respondent shall be given ten minutes to make a closing argument against the complaint.

f. After the hearing, the UEC shall retire to a meeting. The decision of the UEC must be written, and must be delivered to the petitioner and the respondent within 36 hours of the hearing.

g. Failure of the UEC to reach a decision in the matter shall result in a cancellation of the complaint, which shall not be further pursued by the UEC. Failure of the UEC to deliver a written opinion to the petitioner and respondent within 36 hours of the hearing shall result in a cancellation of the complaint, which shall not be further pursued by the UEC.

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6. **Appeals.** The respondent and/or petitioner may appeal any decision of the UEC to the CSJ within 24 hours of receiving the UEC's written decision.

## **D. Campaign Finance Regulations**

### **1. Campaign Spending Limits**

a. **Individual Candidates.** Each candidate in an individual legislative race, including the election for DPS oversight commission, shall be allowed to spend funds not in excess of \$50 on his or her campaign.

b. **Presidential Tickets.** Each presidential ticket shall be allowed to spend funds not in to exceed \$1,000 for their campaign.

c. **Party.** Each party shall be allowed to spend funds not to exceed the sum of \$1,000 for their presidential ticket plus \$50 per party legislative candidate. Candidates running with a party have their individual sums counted toward the party limit.

### **2. Campaign Donation Limits**

a. **Students.** Individual students eligible to vote in Central Student Government Elections shall be eligible to donate to Central Student Government election campaigns. Candidates contributing to their own campaign are subject to individual donation limits.

i. Eligible students can donate up to \$25 to individual legislative campaigns and up to \$100 to presidential tickets.

ii. Eligible students shall donate no more than a total of \$150 to any combination of candidates or parties in a single CSG election.

b. **Prohibited Donors.** All individuals and organizations not covered by section are forbidden from donating to campaigns.

### **3. Filing Donation and Expense Reports.**

a. The UEC shall be responsible for developing and distributing campaign finance disclosure forms to every party head and independent candidate at the pre-campaign meeting.

b. This form shall include, but not necessarily be limited to:

i. Spaces to identify the names of individuals and groups donating.

ii. Spaces for the signature of individual donors or financial officer of a group certifying their donation.

iii. Spaces to signify the amounts of those individuals and groups donating.

iv. Spaces to indicate individual expenditures toward campaign materials.

v. A space indicating the total amount spent on the election.



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- vi. A space for a candidate or designate party leader to certify the report.
  - vii. A notice indicating all relevant deadlines, spending limits and eligibility requirements.
  - viii. Any necessary instructions on filling out the form.
  - ix. Contact information for the UEC for help in filling out the form.
- c. Parties and candidates must provide receipts documenting campaign purchasing when parties and candidates submit their campaign finance forms.
- d. Candidates running as part of a party do not have to file an expense report, as the party shall be required to file an expense report for all the party's expenditure.
- e. All completed fundraising and expenditure disclosure forms and supporting materials shall be due to the UEC before the polls open on the first day of elections. All campaign donations and expenditures must be complete at that time.
- f. Completed forms shall be made publicly available online by the UEC for the inspection of any interested individual associated with the University of Michigan within 24 hours of the submission deadline.
- g. This section shall not be construed to limit parties from raising funds before a formal campaign period, so long as those funds meet all requirements outlined in this section.

## **4. Penalties for Campaign Finance Violations.**

- a. **Standing.** Any registered student at the University of Michigan has standing to bring claims of campaign finance violations under this section.
- b. **Penalties.** Violations of the Campaign Finance Regulation are considered major violations of the Election Code.

**5. Unspent Campaign Funds.** Within one week after the announcement of the election results, all funds unspent by individual campaigns shall be reported to the UEC and must be donated to SOFC, a University of Michigan sponsored scholarship fund, or a 501(c)(3) charity of the candidate's choice.

## **E. Election Schedule.**

1. **Election Dates.** The Assembly shall schedule two annual elections, one in March and one in November. The Student General Counsel shall recommend to the Assembly the dates on which to schedule the elections. Each election must be held for two consecutive weekdays occurring no earlier than five weeks before the last day of classes for each semester.

### **2. Election Deadlines.**

a. No later than 42 days before the start of the election, the Student General Counsel shall submit her nominations for Election Director and UEC to the University Council.

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b. No later than 30 days before the start of the election, the Election Director shall make candidacy applications available in the CSG office and shall begin advertising the CSG election.

c. No later than 31 days before the start of the election, the Assembly may approve any amendments to the Election Code.

d. No later than 5:00 pm 16 days before the start of the election, candidates-elect must file their candidacy applications with the Election Director, Backup Election Director, Administrative Coordinator, or full/part time staff employed by the University for CSG purposes. The Election Director may set the filing date prior to 5:00 PM 16 days before the start of the election.

e. No later than 16 days before the start of the election, the Election Director shall hold a required meeting of all candidates and the campaign period shall commence at the close of the meeting.

f. No later than 12 days before the start of the election, an official sample ballot shall be posted on the voting website and in the CSG office.

g. Any election grievances must be delivered to the Election Director no later than 24 hours after the polls close.

h. A respondent and/or petitioner has 24 hours after receiving the UEC's written decision to appeal that decision to the CSJ.

i. At the first Assembly meeting after the end of the election, the Election Director shall announce official election results.

j. Ten days after the certification of the official election results by the UEC, the term of incumbent representatives shall expire and the term of newly-elected representatives shall commence.

## **F. Election Staff.**

### **1. Election Director.**

a. **Eligibility.** The Election Director must be a currently-enrolled University student and not a member of the CSJ, nor a representative, executive officer, commission chair, or select committee chair on CSG, nor a candidate in any election during which she shall also serve as Election Director.

b. **Appointment.** The Student General Counsel shall appoint an Election Director with the advice and consent of the University Council. A majority vote shall be required to confirm the nomination. If the nomination is rejected by the University Council, the appointment process shall recommence.

c. **Removal.** Any member of the Assembly or of the University Council may seek the removal of the Election Director, who may be removed either by the SGC or by a majority of the Assembly. If the Election Director is removed, the appointment process

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shall recommence and the Backup Election Director shall serve as the Interim Election Director in the mean time, assuming all duties and powers of the Election Director.

**d. Duties.**

i. The Election Director shall make weekly reports to the Assembly beginning the week following her confirmation and ending the week after the election ends.

ii. The Election Director shall consult the Office of the Registrar to verify the enrollment status of all candidates and ensure that all candidates fulfill the requirements of the Constitution and of the Election Code.

iii. The Election Director shall advertise the CSG election in coordination with the Communications Committee Commission, the UEC, the Assembly, and the University Council.

iv. The Election Director shall prepare and make available in the CSG office candidacy applications. The Candidates packet and application may be jointly prepared by the Election Director and the Student General Counsel. These materials must be approved by the UEC.

v. Candidates shall be informed of any Election Code changes made by the Assembly after candidacy applications are available.

vi. The Election Director shall schedule, preside at, and announce at least 48 hours prior to its commencement, a meeting of all candidates.

vii. The Election Director shall be responsible for ensuring the correct operation of the voting website and the candidate information website.

viii. The Election Director shall randomize party and candidate names on the online voting ballot. Independents shall be grouped together and randomized as if they were another party.

ix. The Election Director, with the assistance of the UEC, must send at least one email to all enrolled students advertising, at minimum, the election dates, voting website address, and hours of operation of the voting website.

x. The Election Director shall be available in person, by phone, or by some means of electronic communication during the election period, and shall promptly respond to any questions received from candidates.

xi. The Election Director shall preside over meetings of the UEC as an *ex officio* member.

e. **Access to Election Results.** Only the current CSG Election Director shall have access to real-time election results for any school-wide or campus-wide election or referendum conducted on [vote.umich.edu](http://vote.umich.edu)

**2. University Elections Commission.**

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a. **Composition.** The UEC shall be composed of at least five enrolled students, including at least one member from the University Council. No candidate may serve on the UEC.

b. **Appointment.** The Student General Counsel shall submit nominations for membership on the UEC to the University Council, which may approve all, none, or any of the nominations, and may amend the composition of the UEC. Confirmation of the UEC shall be upon a motion, second, and majority vote of the Assembly.

c. **Removal.** The University Council or the Assembly may, by a two-thirds vote, remove any member of the UEC. If a removal from the UEC results in a UEC membership that does not meet the requirements of the Election Code, the appointment process shall recommence but normal operations of the UEC shall not be halted in the interim.

d. **Meetings.** The UEC shall meet as necessary. A quorum is defined as greater than 50 percent of members in attendance. The Election Director may be counted toward quorum.

e. **Duties.**

i. The UEC shall assist the Election Director in fulfilling her obligations and executing the election.

ii. The UEC shall hear and decide upon all election complaints.

f. **Challenges to Party Names.**

i. Party names shall be posted by the Election Director immediately after the deadline for filing candidacy applications.

ii. Challenges to party names and replacement party names must be submitted to the Election Director within 24 hours of the posting of the registered party names.

iii. The UEC shall decide whether a party name is deceptive, and if it so finds shall allow the party 24 hours in which to submit an alternate party name.

### 3. **Backup Election Director.**

a. **Eligibility.** The UEC shall elect a Backup Election Director from among its own membership.

b. **Duties.**

i. The Backup Election Director shall serve as a non-voting member of the UEC.

ii. The Backup Election Director shall serve as the Secretary of the UEC.

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iii. The Backup Election Director shall serve temporarily as the Election Director in such instances where asked to do so by the Election Director or when the Election Director is unable to fulfill her duties.

C. **Removal.** Any member of the Assembly or of the University Council may seek the removal of the Backup Election Director, who shall be removed by a two-thirds majority vote of the University Council or the Assembly.

## **G. Post-Election Procedures.**

1. **Eliminating Derogatory Write-In Votes.** Immediately following the completion of the election, the Election Director and Backup Election Director shall review the results and eliminate any write-in responses they deem to be inappropriate and/or offensive.

### **2. Release of Results.**

- a. Unofficial results, with derogatory write-in votes deleted but noting the number of derogatory write-in votes that were removed, are to be released to candidates only after all pending cases and appeals have been filed. Official results, noting the number of write-in votes deemed derogatory and removed, shall be posted on the CSG website with 24 hours of being confirmed by the UEC after all pending cases and appeals have been resolved.
- b. Election results include, but not limited to, the names of candidates who have won or lost the election, the total number of votes cast, the number of votes each party or each candidate received, or percentages reflecting said numbers.

3. **Seating of New Members.** Newly elected members and officers of CSG shall begin their term of office ten days after the certification of the results by the UEC. If results are unable to be certified in whole, they may be certified on a school or college basis. CSG officers and members shall remain in office until the seating of their successors (unless removed from office by methods specified in the All-Campus Constitution).

4. **Oath of Office.** The President shall, before beginning his/her term in office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan Student Assembly President." This oath shall be administered by the Chief Justice of the CSJ. The Executive Vice President shall, before beginning his/her term of office, swear to affirm the following oath: "I promise to faithfully execute the office of Michigan Student Assembly Vice President." This oath shall be administered by the Associate Chief Justice of the CSJ.

5. **Appeals in Progress.** While appeals to the CSJ are being pursued, the decision of the UEC and/or Election Director is in force unless the CSJ stays their decision.

6. **Debriefing the Assembly.** The Election Director shall debrief the Assembly of the election no later than two weeks following the completion of the election. If there is an

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appeal in progress, the debrief shall occur at the next CSG General Assembly meeting once the appeal has been settled.

**H. Petitions and Ballot Questions.** This section applies to all questions placed on the ballot in a CSG election. All restrictions applying to candidates also apply to anyone campaigning for a ballot question. However, in cases of conflict, this section supersedes the Election Code.

1. A ballot question is any referendum, initiative, referral or recall question or constitutional amendment question (regardless of method of initiation) to be voted upon in an election.

2. Any ballot question to be placed on the ballot must be submitted to the Election Director at least 25 days before the election. The Election Director shall notify the CSJ of any ballot questions submitted by CSG or by petition.

a. In the case of a petition, two copies of the petition, including the original document, shall be submitted to the Election Director, for distribution to the CSG Program Manager and the CSJ.

3. The CSJ shall examine each ballot question at a hearing no later than 16 days before the election to verify that the ballot question complies with the provisions of the Compiled Code and the CSG Constitution, is worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or legislation (or meets the requirements for a recall question), and (in the case of petitions) is in the proper form. The CSJ can only bar a referendum question which fails to meet these requirements; it cannot bar a question from the ballot because it dislikes the legislative goals. Any appeal of the CSJ decision must be filed within 24 hours of the decision, and the CSJ shall resolve the appeal no later than 14 days before the election.

4. **Form of Petitions.** All petitions for ballot questions shall be in the form outline below. A petition sponsor should consult with Rules Committee or the Student General Counsel if he/she has any questions concerning the proper form of a petition. Responsibility for complying with the provisions of this Code falls upon the sponsor, and ignorance, error, misinterpretation or mistake of law is not an excuse for failure to comply.

a. **Title.** The title of the petition shall be stated entirely in uppercase letters at the top of each page of the petition.

b. **Text.** Following the title, the petition shall contain the full and exact text of the question. The question must be worded in a manner that is accurate, fair, concise, and reflective of the content of the amendment or legislation (or meet the requirements for a recall question).

c. **Signatures.** Below the full text on each page of the petition shall appear the words, "We, the undersigned currently enrolled students, petition for a campus-wide vote

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on the proposal above." Each petition shall have a column for the signature of the student, his/her printed name, his/her student identification number, and his/her unqiename.

d. **Circulator's Statement.** At the bottom of each page of a petition there shall be the following statements: "I have circulated this petition and believe all of the signers to be currently-enrolled students." The petition shall be signed by the circulator with his/her printed name, unqiename, and date upon which the petition was circulated. The petition shall also state the names of official sponsors of the petition.

e. **Distribution of Signatures.** Any question to be placed on the ballot by petition must obtain the support of 1000 currently-enrolled students at the University of Michigan, Ann Arbor. No more than 80% of the signatures can be from one school or college.

f. **Certification of Petitions.** The CSJ, with the election staff, shall examine each petition for a ballot question, verifying whether the petition has met the requirements stipulated above. Student status must be verified by checking no less than 100 of the unqienames online or with the Registrar's Office.

g. **Validity of a Petition.** Parties to any action challenging the validity of a petition shall be allowed to inspect the petition document.

## **I. School-wide and Campus-wide Elections**

1. **Access to Election Results.** For verification purposes, all organizers of proposed school-wide and campus-wide elections on vote.umich.edu must submit the name of their MCommunity Election Director permission list for their respective elections before being allowed to open their election polls. Any permission list that contains individuals who are not the Election Director will be automatically denied.

**J. Seat Apportionment.** Describes the method and manner in which seats shall be apportioned among schools and divided between terms.

### **1. Unit Apportionment.**

a. Only "constituent degree-granting units" (i.e. any school, college, or academic division located at the Ann Arbor campus of the University of Michigan that is also authorized to recommend to the board of Regents the granting of degrees as specified in Chapter IX and Chapter XI of the Bylaws of the Board of Regents) shall receive seats on the Assembly. Students in non-granting units shall be represented by the school which authorizes their degree (their constituent degree-granting unit).

b. Each degree-granting unit shall receive one representative for each 800 students or major fraction thereof enrolled in the unit. Each degree-granting unit shall receive at least one representative on the Assembly.

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c. The most currently available fall and winter term enrollment data will be averaged for determining enrollment. The data comes from the Office of the Registrar's Term Enrollment and Credit Hour Reports; specifically, the "102-Enrollment by Unit, Gender, Class level" report.

d. The apportionment process shall take place during the winter semester prior to the commencement of elections.

e. Seats shall be apportioned according to the total number of students listed in the report for each unit excluding graduate students that receive their degrees from Rackham. Rackham seats shall be apportioned according to the total number of graduate students that receive their degrees from that school.

## **2. Academic Term Apportionment.**

a. All full-term seats shall be apportioned to the March election.

b. Any seats that are vacant or held by appointment shall be up for election as half-term seats in the November election.

## **K. Department of Public Safety Oversight Committee Elections.**

1. Pursuant to 1990 PA 120, MCL 390.1511, all-campus elections for the two representative seats on the Department of Public Safety Oversight Committee shall be held in concurrence with the November and March elections.

2. Each election shall seat a student on the DPS Oversight Committee for a period of 1 year, with the runner-up acting as the backup Representative should the elected Representative resign.

3. The rules and procedures for this election shall follow the same rules and procedures outlined for Central Student Government elections.



# CENTRAL STUDENT GOVERNMENT ELECTIONS

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## Personal Application Form

Name:

UMID Number:

Local Address:

School of Enrollment:

Local Telephone Number:

School of Candidacy:

Email Address:

Party Name (if applicable):

Position Candidate is Running For:

CANDIDATE OATH: I hereby attest that I have both read and understood the *entirety* of the candidacy application, the relevant section of the CSG Compiled Code (Article VI), the Residency Hall Acceptable Use Policy, and the ITS Acceptable Use Policy.

Signature:

Date:

