

# AUSTIN COLLEGE STUDENT ASSEMBLY ELECTION CODE

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## ARTICLE I

### Membership of the Student Assembly shall include:

#### Section 1 - Student Body President

- A. Must be elected by the Student Body at-large.
- B. Must serve a calendar year term.

#### Section 2 - Student Body Vice-President

- A. Must be elected by the Student Body at-large.
- B. Must serve a calendar year term.

#### Section 3 - Student Class Representatives

- A. Elected by classification from each class in the ratio of one (1) representative for each fifty (50) students in that class. If the number of students in a class exceeds a multiple of fifty, then one additional representative will be elected.
- B. Must serve one calendar year. First-year students will not be elected to serve during their first Fall. Seniors will not be elected to serve during their last Spring semester.

#### **Section 4 - Student Living Unit Representatives**

- A. One (1) student will be elected from each of the following: Baker Hall, Caruth Hall, Clyce Hall, Dean Hall, Jordan Language House, Bryan Apartments, and Johnson "Roo" Suites
- B. One (1) student will be elected for every 150 students living off-campus.
- C. Must serve an academic year term.

## **ARTICLE II**

### **Membership of the Elections Committee shall include:**

#### **Section 1 - Committee Chair**

The Student Body President and Vice-President shall appoint a member of the Assembly to the office of the Elections Committee Chair.

#### **Section 2 - Committee Membership**

The Student Body President and Vice-President shall appoint members of the Assembly to serve as Elections Committee members. Elections Committee members will temporarily cease participation on the Committee in order to avoid a conflict of interest, such as running for re-election.

#### **Section 3 - Temporary Committee Membership**

As needed, the Student Body President and Vice-President shall appoint members of the Assembly to serve as temporary Elections Committee members. These members shall also abide by the case referred to in Article II, Section 2.

## **ARTICLE III**

### **General Election Procedures**

#### **Section 1 - Eligibility**

- A. The candidate must be a full- or part-time student.
- B. The candidate must not be on academic or disciplinary probation.

#### **Section 2 - Registration**

- A. The Elections Committee will publicize all election information prior to the opening of registration.
- B. Registration will last a minimum of four working days.
- C. Registration will include signing the registration list in the Student Assembly office and returning the "Petition for Candidacy" prior to noon on the last day of registration. If the candidate chooses to run for a different position, the candidate must have a new Petition for Candidacy filled out - making the prior null and void - before the registration deadline. It is the responsibility of the candidate to inform the Elections Chair that this change is taking place if the form has already been turned in.
- D. The order in which candidates register will be the order in which names appear on the ballot. In the case of elections involving nominations, names will appear on the ballot in alphabetical order.
- E. All ineligible candidates will be notified by voice mail by 4:30 p.m. on the last day of registration.

#### **Section 3 - Campaigning**

- A. Campaigning will begin at 5:00 p.m. on the last day of registration.
- B. Posters and/or flyers placed in the Residence Halls must be approved by the respective Area Coordinator.
- C. There will be absolutely no campaigning through the use of voice mail, campus mail, any internet service (e-mail, Facebook, Myspace, etc.), organizational mailboxes or by posting flyers on room doors in the residence halls without the permission of the room's residents and student life professional staff.

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- D. All campaigning, written and/or verbal, will be in good taste. Questions regarding good taste should be referred to the Elections Committee Chair.
- E. Candidates are responsible for all of their campaigning, including campaigning done for them by others.
- F. All campaigning materials are to be removed from the building where polling takes place by 8am of the day of polling. All outdoors campaigning material (such as sidewalk chalk) must be removed by 8am of the day of polling. No t-shirts, buttons, or other transportable public displays of candidate support may be worn on the day(s) of polling.
- G. All campaigning materials are to be removed within twenty-four hours of the posting of election results, except in the case of a run-off.

#### **Section 4 - Nominations**

- A. Nominations are conducted for the following elections: Homecoming Court, Senior Committee, and Senior Speaker.

#### **Section 5 - Voting**

- A. The Elections Committee will publicize all polling times and places.
- B. The Elections Committee will obtain class lists, living unit lists, etc., from the Student Life Office prior to the opening of the polls.
- C. Polls will be open from 11:00 a.m. to 1:00 p.m. and from 5:00 p.m. to 7:00 p.m. Polling hours may be lengthened by a two-thirds vote of the Student Assembly.
- D. At least one Student Assembly member will be present at the polling place during polling hours.
- E. There will be absolutely no campaigning in the polling areas while the polls are open.
- F. Poll workers will not provide information about candidates or influence voters.
- G. Each student will be allowed one vote upon presentation of a valid Austin College Student ID.
- H. Any student who knows that he/she will be absent from the campus on the day of an election may contact the chair of the Elections committee in order to fill out an absentee ballot. This absentee voting period will take place only during the designated time that campaigning is open for candidates unless an exception is made by the Elections Committee. A minimum of two all-campus e-mail messages will be sent to inform students of this absentee voting period.
- I. An election will not be held if the number of eligible candidates is below or equal to the number of positions available for the office in question. These candidates will be automatically instated to the designated position.

#### **Section 6 - Tabulation of Results**

- A. Tabulation of election results will be done by the Elections Committee, its Chair, and others appointed by the Elections Committee Chair.
- B. In all elections other than those for President and Vice-President, the candidate with the most votes will be declared the winner. In the case of a tie, a run-off will be held between the candidates involved in the tie.

#### **Section 7 - Posting of Results**

- A. Election results will be posted in the Student Assembly display on the first floor of the WCC and outside of the Student Assembly office.
- B. Election percentages will not be posted but will be kept on file in the Student Assembly office.
- C. In the case of a run-off, campaign materials are to be removed within twenty-four hours following the posting of the run-off election results.

#### **Section 8 - Run-off Elections**

- A. Run-off elections will be held no less than two days after the initial election.
- B. A candidate is not allowed to use any additional money for campaign materials unless he/she is still under the initial monetary limit and, in that case, may only spend up to the initial monetary limit.
- C. The election procedures will follow the same procedure as in Article III, with the exception of the Voter's Guide and the forum.

## **ARTICLE IV**

### **Special Procedures for the Election of the Homecoming Court, King, and Queen**

#### **Section 1 - Schedule**

Elections will be held in the early Fall (September/October) for the following positions:

- A. Homecoming Court

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B. Homecoming King and Queen

### **Section 2 - Eligibility**

A. Any student of Junior or Senior status may be nominated for the Homecoming Court.

### **Section 3 - Registration**

A. No registration process is required for the Homecoming Court nominees.

### **Section 4 - Campaigning**

A. Nominees for the Homecoming Court will not be permitted to campaign.

### **Section 5 - Nominations**

- A. Each student will be permitted to nominate one individual of each gender for the Homecoming Court.
- B. Nominations for the Homecoming Court will be held during hours outlined under Article III, Section 5, C, and for no shorter than two days.
- C. Nominations may be taken from campus organizations at the discretion of the Elections Committee and with its decision endorsed by a majority of the Assembly.
1. Letters to all organizational presidents with an included nomination form will be distributed through campus mail at least one week prior to the beginning of all campus nominations. A minimum of two voice mail messages will be sent to inform them of this letter and nomination form.
  2. Groups may only nominate members.
  3. Groups may elect one member of each gender as restricted by C2 (above).
  4. The said nomination form is due in the Student Assembly Office by noon on the last day of nominations and must be signed by the organization's executive officer and include the organization's name.
  5. Those individuals nominated by organizations will automatically receive a place on the Homecoming Court Ballot.
  6. The Student Assembly will not participate in the nominations for any of the above nominations as a means to remain a neutral governing body of the election.

### **Section 6 - Voting**

A. Each student will be allowed to vote for no more than five people of each gender in the Homecoming Court election, and no more than one person of each gender in the Homecoming King and Queen elections.

### **Section 7 - Tabulation of Results**

- A. In the tabulation of the Homecoming Court nomination, an individual must have five nominations to obtain placement on the Homecoming Court Ballot.
- B. In the election of the Homecoming Court, the five candidates (of each gender) with the most votes will be declared the Homecoming Court. In the case of a tie between the fifth and sixth individuals, it is permissible to enlarge the size of the Court to incorporate six individuals of both genders.
- C. In the election of the Homecoming King and Queen, the individuals with the most number of votes will be declared the winners. In the case of a tie, a run-off between the candidates involved in a tie will be held.

## **ARTICLE V**

### **Special Procedures for the Election of the President, Vice-President, and Class and Living Unit Representatives**

#### **Section 1 - Schedule**

- A. Elections will be held in the late Fall (November) for the following positions:
1. Student Body President
  2. Student Body Vice-President
  3. Student Class Representatives
- B. Elections will be held in the late Spring (April/May) for the following positions:
1. Student Living Unit Representatives

#### **Section 2 - Eligibility**

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- A. President and Vice-President
  - 1. The candidate must have previously served on Student Assembly or held an executive office in a campus organization. Holding an 'executive office' shall be defined as serving as the chief representative of a campus organization to the College and the Student Life Office (President, Chair, etc.), or as the officer who would fulfill the duties of the chief representative in his/her absence (Vice-President, Vice-Chair, etc.).
  - 2. The candidate must be of Sophomore or Junior status as stated by the Austin College credit system at the time of running for the position.
  - 3. The candidate must have a 2.75 Cumulative Grade Point Average.
  - 4. The candidate may not run for both President and Vice-President of the Student Body simultaneously.
- B. Class and Living Unit Representatives
  - 1. The candidate must have a 2.0 Cumulative Grade Point Average.
    - a. In the election of freshman class representatives, the candidate must have a 2.0 Cumulative Grade Point Average at the beginning of the spring semester of their term.
  - 2. Candidates for Class Representative must decide which class they wish to represent at the time of registration.
  - 3. Candidates for Living Unit Representative must be signed up, through the Student Life Office, to live in the same Residence Hall they wish to represent the following year.

### **Section 3 - Registration**

- A. The registration process is outlined in Article III - Section 2.

### **Section 4 - Campaigning**

- A. President and Vice-President
  - 1. A Voter's Guide of no more than 100 words is to be submitted by 5:00 p.m. on the last day of registration.
  - 2. The Student Assembly will provide each candidate with fifty dollars to spend on campaign materials.
  - 3. Receipts for campaign materials are to be turned into the Student Assembly office by noon on the day of elections.
  - 4. Candidates are required to be present at the Candidates' Forum held at least one day prior to the elections.
- B. Class and Living Unit Representatives
  - 1. Candidates are to spend no more than twenty dollars on campaign materials.

### **Section 5 - Nominations**

- A. Nominations are not accepted.

### **Section 6 - Voting**

- A. The voting procedure is outlined in Article III - Section 5.

### **Section 7 - Tabulation of Results**

- A. In the election for President and Vice-President, a candidate must have a majority, 50% plus one vote, to be declared the winner. If no candidate has a majority, then a run-off will be held between the two highest vote receivers.
- B. The tabulation of results for the class and living unit representatives' election is outlined in Article III - Section 6.

## **ARTICLE VI**

### **Special Procedures for the Election of Senior Speaker and Senior Committee**

#### **Section 1 - Schedule**

Elections will be held in the early Spring (February/March) for the following positions:

- A. Senior Speaker for Commencement
- B. Senior Committee

#### **Section 2 - Eligibility**

- A. Senior Speaker
  - 1. The nominees for Senior Speaker must have a 2.75 Cumulative Grade Point Average.

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2. The nominees for Senior Speaker must graduate in the academic year for which they are nominated.
- B. Senior Committee
1. The nominees for Senior Committee must have a 2.0 Cumulative Grade Point Average.
  2. The nominees for Senior Committee must be of Junior or Senior status, as qualified below, as stated by the Austin College credit system at the time of nomination.
    - a. To be nominated, a student who has Senior status at the time of nomination must plan to be enrolled for the entire following academic year.

### **Section 3 - Registration**

- A. The registration procedure is outlined in Article III - Section 2.

### **Section 4 - Campaigning**

- A. No students may campaign beginning the day of nominations and for the duration of the nomination and election period beyond the submission of the Voter's Guide when applicable.
  1. This practice will be communicated through voice mails/posters advertising the nomination period and requests of the nominees for voter's guides when applicable.
- B. Senior Speaker
1. A Voter's Guide of no more than 100 words is to be submitted to the Student Assembly office by each nominee for Senior Speaker by 5:00 p.m. two days before the scheduled day of the election.

### **Section 5 - Nominations**

- A. Nominations for Senior Speaker and the Senior Committee will be held during the hours outlined under Article III, Section 5, C and for no shorter than two days.
- B. Senior Speaker
1. Each student of senior status scheduled to graduate in the current academic year will be permitted to nominate one individual for Senior Speaker.
- C. Senior Committee
1. Each student of Junior status will be permitted to nominate one individual for the Senior Committee.
    - a. Each student of Senior status who plans to be enrolled in the following academic year will be permitted to nominate one individual for Senior Committee.

### **Section 6 - Voting**

- A. Voting for Senior Speaker and the Senior Committee will be held during the hours outlined under Article III, Section 5, C for two days.
- B. Senior Speaker
1. Each student of Senior status, scheduled to graduate in current academic year, will be allowed to vote for no more than three individuals nominated for Senior Speaker.
- C. Senior Committee
1. Each student of Junior or Senior status who plans to be enrolled in the following academic year will be allowed to vote for twelve people nominated for senior Committee.

### **Section 7 - Tabulation of Results**

- A. In the tabulation of the Senior Speaker and the Senior Committee nominations, an individual must have three nominations to receive placement on the respective ballot.
  1. In the event that there are not enough individuals nominated to compose a ballot, because of the three nomination minimum, the top seventy percent of the total number of individuals nominated will be used to compose the ballot.
- B. Senior Speaker
1. In the election of the Senior Speaker, the three candidates with the most votes will be placed on the final ballot.

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2. In the election of the Senior Speaker, the individual with the most votes will be declared the Senior Speaker. In the case of a tie, a run-off between candidates involved will be held.
- C. Senior Committee
1. In the election of Senior Committee, the twelve individuals with the most votes will be declared the Senior Committee. In the event of a tie between the twelfth and thirteenth individuals, a run-off may be held or the size of the Senior Committee enlarged to incorporate the individuals with the an equal number of votes. This decision is left to the Elections Committee in consultation with the Assistant Director of Student Life, subject to a confirmation by a majority of the Assembly.

## **ARTICLE VII**

### **Special Procedures for the Election of Residence Hall Executives, Academic Integrity Council, Student Conduct Council, and Peer Judicial Board**

#### **Section 1 - Schedule**

Elections will be held in the late Spring (April/May) for the following positions:

- A. Residence Hall Executives
- B. Academic Integrity Council
- C. Student Conduct Council Representatives
- D. Peer Judicial Board Representatives

#### **Section 2 - Eligibility**

- A. The candidate must have a 2.0 Cumulative Grade Point Average.
- B. Candidates for Peer Judicial Board and Residence Hall Executives must be signed up, through the Student Life Office, to live in the area they wish to represent the following year.
- C. Candidates for Student Conduct Council and Academic Integrity Council must decide which class they wish to represent at the time of registration.
- D. A candidate may not run for multiple hall council executive offices simultaneously.

#### **Section 3 - Registration**

- A. The registration procedure is outlined in Article III - Section 2.

#### **Section 4 - Campaigning**

- A. Peer Judicial Board and Residence Hall Executives
  1. Candidates are to spend no more than twenty dollars on campaign materials.
- B. Student Conduct Council and Academic Integrity Council Representatives
  1. A Voter's Guide of no more than 100 words is to be submitted by 5:00 p.m. on the last day of registration.
  2. Candidates are to spend no more than twenty dollars on campaign materials.

#### **Section 5 - Nominations**

- A. Nominations are not accepted.

#### **Section 6 - Voting**

- A. The voting procedure is outlined in Article III - Section 5.

#### **Section 7 - Tabulation of Results**

- A. The tabulation of results is outlined in Article III - Section 6.

## **ARTICLE VIII**

## **Special Procedures for the Administration of Student Assembly Polls**

### **Section 1 – Eligibility**

- A. A poll must relate to a student concern in order to be conducted.
- B. A poll must be approved by the Elections Committee.

### **Section 2 – Voter Information**

- A. Voter information may be posted and distributed after poll approval and may be placed at the polling site only with the approval of the Elections Chair under consultation of the Elections Committee.
- B. Informing voters about the substance of the poll will be the responsibility of the committee responsible for the polling.
- C. Refer to Article III, Section 3, excluding letters A & F for other campaigning procedures.

### **Section 3 – Polling**

The administration of the polls shall be conducted in the same manner as Student Assembly elections as stated in Article III, Section 5.

### **Section 4 – Tabulation of Results**

Tabulation of poll results will be conducted by the individual or committee responsible for the poll.

### **Section 5 – Scheduling**

Polls should be administered, when possible, at the same time as a scheduled Student Assembly Election.

## **ARTICLE IX Appointments**

- A. In a case in which no one registers to run for a position, the Student Body President and Vice-President may nominate a student qualified to fill the specific position.
- B. The nomination must be approved by a two-thirds vote of the Student Assembly.

## **ARTICLE X Resignations and Impeachments**

- A. In the case of a resignation or impeachment, the next highest vote receiver will be appointed to the position. If there is not another vote-receiver and more than 8 weeks remain in the term, then a new election will be held. If there is not another vote-receiver and less than 8 weeks remain in the term, then the student Body President and Vice-President may appoint another student, as described in Article IX.

## **ARTICLE XI Violations of the Election Code**

- A. All complaints regarding campaign practices will be directed to the Chair of the Elections Committee, who will then determine the appropriate course of action to follow.
- B. The ballots from the election under protest will not be counted, if the protest was entered before the polls close on the day of the election, until action has been decided on.
  - 1. No protests may be entered to the Elections Committee after two working days following the election in question.
- C. The Student Assembly Advisor, the Chair of the Elections Committee, and the Elections Committee shall decide disciplinary actions only in the event a written protest is entered to the committee. In the event that this committee should



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meet to decide disciplinary actions, the Elections Committee shall consider allowing the candidate(s) an opportunity to address the committee before a decision is made.