



# Student Elections Committee Bylaws

Embry-Riddle Aeronautical University  
Daytona Beach Florida  
Student Government Association

Updated in accordance with the SGA Constitution Spring 09

<b>Contents:</b>	<b>Page #</b>
<b>Article I: Jurisdiction and Objective</b>	<b>3</b>
Section 1. Jurisdiction	3
Section 2. Objective	3

<b>Article II: Membership</b>	<b>3</b>
Section 1. Requirements	3
Section 2. General Members	3
<b>Article III: General Procedure and Responsibilities</b>	<b>3</b>
Section 1. Time Table	3
Section 2. Elections Committee Chair	4
Section 3. General Members	4
Section 4. Responsibilities	4
<b>Article IV: Election Packets</b>	<b>5</b>
Section 1. Packets	5
Section 2. Contents	5
<b>Article V: Candidates</b>	<b>6</b>
<b>Article VI: Campaigning Materials</b>	<b>7</b>
<b>Article VII: Violations</b>	<b>8</b>
Section 1. Elections Committee Members	8
Section 2. Candidates	8
<b>Article VIII: Sanctions</b>	<b>8</b>
<b>Article IX: Voters</b>	<b>9</b>
<b>Article X: Ballots and Election Equipment</b>	<b>10</b>
Section 1. Ballots	10
Section 2. Election Equipment	11
<b>Article XI: Elections Results</b>	<b>11</b>
<b>Article XII: Amendments</b>	<b>11</b>

**ARTICLE I: JURISDICTION AND OBJECTIVE**

Section 1. The Student Elections Committee shall have jurisdiction over all Student Government Association Elections.

Section 2. The provisions of these Bylaws are to provide a framework in which to carry out the elections of the Student Government Association (SGA). No provisions of these Bylaws, or interpretations thereof, or subsequent amendments shall be construed or enacted to conflict with, abridge, or abrogate the SGA Constitution. Where such conflicts arise, the SGA Constitution or its interpretation by the Student Court shall prevail.

## **Article II: Membership**

### Section 1. Requirements

- a. Any member of the Elections Committee must be a student of Embry-Riddle Aeronautical University with no less than six (6) credits and in good standing not on academic or judicial probation as defined in the current University Catalog and Student Handbook.
- b. No member of the Elections Committee is eligible to run for any SGA Office during the elections.

### Section 2. General Members

- a. The Election Committee Chair shall be appointed by the SGA President no later than the second week of the Spring Semester. The appointment shall be approved by both a 2/3 vote of the Student Representative Board (SRB) and a separate 2/3 vote of the Student Finance Board (SFB).
- b. Members of the Elections Committee shall be appointed by the Elections Committee Chair.

## **Article III: General Procedure and Responsibilities**

### Section 1. Time Table

The Elections Committee shall:

- a. By the last school day in the second week of February begin advertisement of Elections to the students and make available to all students Election Registration Packets.
- b. Collect the registration packets by the last school day of February.
- c. In the first week of March, confirm candidate eligibility and hold a mandatory meeting with the candidates to announce the candidates to run for office and review campaigning.
- d. Hold a Presidential Debate in the week before the election's vote.

- e. Remove any campaigning materials within fifty (50) feet of the official voting booths' location(s), prior to their being set up.
- f. Hold the elections prior to the last day of school in the third week before the last day of spring semester classes.
- g. Announce the results as soon as practicable following the vote.

## Section 2. Elections Committee Chair

The Election Committee Chair shall:

- a. Form a committee of no less than six (6) members from the student body no later than the fourth week of the spring semester.
- b. Be chairperson of the Elections Committee meetings and cast a vote only in the event of a tie.
- c. Delegate duties and responsibilities to members of the Elections Committee as necessary to the conduct of the Elections Committee.
- d. Record minutes of all Elections Committee meetings and have them readily available for any interested party.
- e. Record all pertinent data of the elections process for review of any interested party.
- f. Communicate to the SRB and Executive branches of the SGA the status of Elections Committee on a weekly basis.
- g. Bear ultimate responsibility for the conduct of the elections.

## Section 3. General Members

Members of the Elections Committee shall:

- a. Be appointed by the Elections Committee Chair.
- b. Perform all elections orientated task assigned to them by the Elections Committee Chair.

## Section 4. Responsibilities

The Elections Committee shall:

- a. Conduct the elections in a fair and unbiased manner.

- b. Provide the SGA Elections Packets to the candidates.
- c. Insure all candidates' eligibility to run for their chosen Office.
- d. Enforce all rules and regulations of the elections on the candidates.
- e. Conduct inspections of the campus to insure compliance of candidates advertising to election guidelines and rules.
- f. Reserve all large advertising locations on campus for the purpose of announcing the elections and distribution among candidates in a fair manner following the mandatory meeting with the candidates.
- g. Insure that the voting booths are in locations accessible to all students and that voting period on each day is sufficient for maximum attendance.
- h. Manage all voting booths during the elections or appoint non-candidates to manage the booth in their absence who have received proper instruction.
- i. Make available absentee ballots for students who will be unable to vote during election's voting period seven (7) days prior to the first day of voting through the SGA Office.
- j. Insure the authenticity of all ballots cast.
- k. Insure a proper count of the ballots cast.
- l. Have any candidate who violates any rules, guidelines, or regulations as set forth by these Bylaws or the Elections Committee appear before the Elections Committee the school day following the recording and confirmed notification of the candidate of the violation.
- m. Have a member give a report each week at the SRB's weekly meeting in person on the Elections Committee.

#### **Article IV: Elections Packets**

##### Section 1. Packets

- a. There shall be an elections packet specifically designed for the Executive Election ticket.
- b. There shall be an elections packet specifically for the Student Representative Board ticket.
- c. There shall be an elections packet specifically for the Student Finance Board election ticket.

##### Section 2. Contents

The Elections Packet shall contain:

- a. A list of all pertinent dates and times to the candidates.
- b. Eligibility criteria for each Office that shall be signed and dated by the candidate.
- c. Duties of Office that shall be signed and dated by the candidate.
- d. The rules, guidelines, and regulations concerning the elections to be signed and dated by the candidate.
- e. A list of running mates in the executive ticket packet only to be filled out by the candidates running for Executive Office.
- f. A petition sheet for each candidate running that will require one hundred (100) signatures for an Executive Office position or fifty (50) signatures for an Office in the SRB or SFB.

#### **Article V: Candidates**

All Candidates for the SGA Elections shall:

- a. Meet the qualifications to hold Office that they are seeking as set forth by the SGA Constitution and Bylaws of that Office.
- b. Have completely filled out their elections packet and acquired the necessary petition signatures for the Office they seek.
- c. Turn in their elections packet by the due date.
- d. Attend the mandatory candidate meeting unless they are excused from the meeting by the Elections Committee.
- e. If unable to attend the mandatory candidate meeting file for an absentee excuse no less than 48 hours prior to the meeting with the Elections Committee.
- f. Not serving any form of academic or judicial probation as defined in the current University Catalog and Student Handbook.
- g. Follow all rules and guidelines set forth by the Elections Committee and these Bylaws.
- h. Have resigned any Student Court Position they may hold.

- i. Submit a signed letter of withdrawal from the elections to the Elections Committee if they no longer wish to run seven (7) days prior to the election's voting day.

## **Article VI: Campaigning Materials**

All Candidates for the SGA Elections shall:

- a. Not reserve any advertising location prior to the mandatory candidate meeting.
- b. Not distribute any campaigning materials prior to the mandatory candidate meeting.
- c. Have Student Activities approve and stamp all campaigning materials and approve all placement locations.
- d. Conform to Embry-Riddle Aeronautical University's and its Residence Halls' policies and regulations regarding the delivery, distribution, and placement of campaigning materials.
- e. Not place campaigning materials or engage vocal campaigning in any classroom. Candidates may wear clothing and buttons to class that promote their campaign.
- f. Not deface, displace, or remove any other candidates' material, nor influence any person to do so. Embry-Riddle Aeronautical University Officials and Elections Committee members Reserve unto themselves the right to remove any campaigning materials at any time.
- g. Follow any rules or guidelines set forth by the Elections Committee regarding the content of campaigning materials.
- h. Campaign through the Avion, Touch-n-Go, and WERU Campus Radio only if they purchase these services and provide a receipt to the Election Committee as proof of purchase.
- i. Not use any University property for the printing of campaigning materials, except with purchased services in which case a receipt must be provided to the Election Committee.
- j. Not use the University public address system for campaigning purposes, nor have any person do so.
- k. Not engage in mass e-mailing (ie. Facebook.com) for campaigning purposes, nor have any person do so.
- l. Cease all active campaigning and placement of campaigning materials and advertisements at midnight on the evening before the election vote occurs.

- m. Remove all campaign materials by the end of the week that election voting has occurred.

## **Article VII: Violations**

### Section 1. Elections Committee Members

- a. Any Committee Member who participates with any candidate's campaigning shall be dismissed from the Elections Committee.
- b. Any Committee Member who fails in the duties assigned or required of them shall be dismissed.
- c. Any Committee Member who is found tampering with the elections in any way shall be dismissed.
- d. Dismissal from the Elections Committee is permanent and can be only appealed to the Student Court. Once dismissed, that person can never serve on any future elections committee.
- e. The Elections Committee Chair reserves the right to dismiss any member of the committee for violations outlined in these Bylaws.
- f. The SRB reserves the right to dismiss the Elections Committee Chair for violations outlined in these Bylaws by a 2/3 majority vote.
- g. Any member dismissed from the Elections Committee must be replaced within 48 hours by a person who meets the requirements to serve on this committee as outlined in Article II of these Bylaws.

### Section 2. Candidates

- a. Any candidate who fails to meet the eligibility requirements will not be allowed to campaign or be placed on the election's ballot.
- b. Any candidate who fails to follow the requirements, rules, or guidelines as set forth by these Bylaws or the Elections Committee for campaigning will be subject to possible penalty(s) by the Elections Committee as outlined in Article VIII: Sanctions.
- c. No appeals may be filed against a ruling of the Elections Committee.

## **Article VIII: Sanctions**

Any candidate who:

- a. Engages in campaigning prior to the mandatory candidate meeting will have to serve ten (10) hours community service, and will have their ticket placed on the bottom of the ballot.
- b. Engages in campaigning after the time period in which campaigning is allowed will serve twenty (20) hours community service.
- c. Places unapproved campaigning material up will serve one (1) hour community service for each piece of material, if they fail to correct the problem after two (2) warnings by the Elections Committee.
- d. Engages in the slander of another candidate will serve twenty (20) hours community service and place an official letter of apology in the Avion at their own expense.
- e. Turns in a packet in late will serve six (6) hours community service for each school day that it is late. Late packets will not be accepted after the mandatory candidate meeting.
- f. Engages in unapproved active campaigning practices (door to door campaigning, classroom campaigning, mass e-mailing, and etc.) shall serve twenty (20) hours community service.
- g. Fails to remove all their campaigning material by the deadline will serve one (1) community service hour for each piece of material still up.
- h. Engages in other violations not specified above will serve three (3) hours community service for each offence.
- i. Receives thirty (30) or more service hours will be ineligible to continue in the elections or removed from any office they may have been elected to.
- j. Fails to perform all their service hours by the beginning of the Summer classes will be removed from any office they may have been elected to and is ineligible to run in the next elections or hold any SGA office for the next two (2) years.

## **Article IX: Voters**

Voters shall:

- a. Be any member of the Daytona Beach Campus of Embry-Riddle Aeronautical University who are currently enrolled and taking courses at this University.
- b. Be able to cast absentee ballots provided they fill out the proper absentee ballot and return it to the SGA office prior to the day in which the election vote takes place.

- c. Be allowed to vote in privacy and without discrimination.
- d. Have any assistance rendered by an elections station monitor as required by them.

## **Article X: Ballots and Election Equipment**

### Section 1. Ballots

- a. Ballots and the method of tabulation used in the SGA Elections shall be of the design and type as specified by the Elections Committee within the requirements as set forth below.
- b. There shall be a ballot for each college.
- c. Ballots shall not include the degree program that the candidate is in.
- d. Ballot order of the candidates shall be determined by the Elections Committee.
- e. All written ballots shall be kept in a locked box not to be open until ballot tabulation.
- f. Ballot instructions should be as clear and precise as possible and present on all ballots.
- g. Absentee ballots must require the student to place their name and colleague number on them to ensure a multiple vote from them does not occur.
- h. Some method of tracking must be used in taking the election's vote to ensure no person engages in multiple voting or that there is not a multiple count of a vote.
- i. The Elections Committee is ultimately responsible for the counting of the vote but may assign the counting to an impartial party or machine.
- j. The Elections Committee must confirm the legitimacy of each ballot cast and void any improperly cast ballots.
- k. Void ballots will include improperly filled out ballots, a multiple ballot from the same person, or an unofficial ballot.
- l. Write-in votes will not be allowed as certain criteria must be met by a person to fill an Office.
- m. The counting of all ballots shall take place at one specified location and time where a member of the Elections Committee is present at all times.

- n. All ballots will be kept in and recorded in a sealed file in the SGA office following their tabulation and opened only in the event a recount must be conducted after which they must resealed and re-filed.
- o. Changes to the ballot format must be made by the end of the first week of February and receive a 2/3 majority approval of the SRB.

## Section 2. Election Equipment

- a. The Elections Committee may use any equipment it deems necessary to the facilitation of the election process.
- b. The Elections Committee must provide at least one voting station with multiple booths in which students can cast their vote on campus during the election vote period.
- c. The Elections Committee must provide copies of the SGA Elections Packets to all students interested in running for office.
- d. The Elections Committee must provide the official absentee and regular ballots for students to vote with.
- e. The Elections Committee must provide the lock boxes used to hold and transport ballots in.

## **Article XI: Elections Results**

### Determination of Winners

- a. The winner for the Executive Ticket will be determined by which ticket received the plurality of non-void ballots.
- b. The winners of the SFB and SRB Colleges will be determined by those, who received the highest vote count in order until all positions are filled within the available offices in the SFB and SRB Colleges.
- c. After the winners are determined, a copy of the results will posted and count numbers will be made public knowledge on the second school day following the Election Vote.
- d. In the event of a tie for an Office the SRB will be called to have an emergency meeting and decide upon which candidate will receive the office by a simple majority vote. Any SRB member who would be affected from this vote must abstain from voting.

## **Article XII: Amendments**

Any Elections Committee member or SRB member may propose at any time one (1) week prior to the distribution of the SGA Elections packets or one week following the announcement of the elections results any Amendment to these Bylaws. The amendment may then be adopted at the same SRB meeting at which it is proposed, if it receives a 2/3 vote from the SRB.