

# **Student Elections**

## **Code of Illinois State University**

Student Elections Code at Illinois State University

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## Article I. General Provisions

### Section 1. Title

This document shall be titled the *Student Elections Code of Illinois State University*, hereinafter the *Student Elections Code*. Section 2. Affiliation

The *Student Elections Code* is affiliated generally with Illinois State University and its student body. The *Student Elections Code* is more specifically affiliated with the Student Government Association and the Association of Residence Halls.

### Section 3. Purpose

The *Student Elections Code* shall govern and regulate student elections. Effective and representative student participation constitutes an essential part of the shared governance system at Illinois State University. Only when student elections are conducted in an equitable and judicious manner can an atmosphere conducive to responsible representation exist.

### Section 4. Relevance of Prior Election Regulations

This document shall supersede and overturn all previous rules governing and regulating the execution and participation in affiliated student elections at Illinois State University.

### Section 5. Availability of *Student Elections Code*

The Student Elections Committee and the Student Elections Office Manager shall make available for examination in the Dean of Student's Office the *Student Elections Code* upon request by any individual. The Student Elections Committee shall ensure that an accurate copy of the *Student Elections Code* shall be accessible to all persons via the World Wide Web. The Student Elections Committee also shall provide printed copies of the *Student Elections Code* to the Student Elections Office Manager.

### Section 6. Responsibility to adhere to the *Student Elections Code*

It is the responsibility of all persons affiliated with student elections through candidacy or other involvement to understand and adhere to all provisions of the *Student Elections Code*. Any question about a provision of the *Student Elections Code* should be referred to the Student Elections Committee.

### Section 7. Definitions

All of the following definitions shall be applicable to the text of this Student Elections Code:

- A. "Accused party" shall be defined as any candidate or political organization against which a valid grievance has been filed with the Student Elections Committee.
- B. "Agent" and "Worker" shall refer to any person who contributes time, effort, or services for the purpose of supporting or furthering a candidacy, where that candidate or political organization has personal knowledge of and accepts the time, effort, and services rendered.
- C. "Aggrieved party" shall be defined as any University student, faculty, or staff member that has been negatively affected by an action of the accused party that is in violation of the *Student Elections Code*.

D. "Campaign headquarters" shall be defined as a facility used by an independent student candidate or a political organization that shall serve as the official address of the candidate or political organization for receiving official notices from the Student Elections Committee.

E. "Campaigning" shall be defined as any action conducted with the intent to influence a voter or a student election, including distributing or posting campaign literature and materials; soliciting votes verbally, through the mail, or by telephone; electronically by text, media, or any web based form of communication; wearing campaign buttons; sponsoring campaign meetings, press conferences, or rallies; and other activities as determined by and subject to the approval of the Student Elections Committee.

F. "Canvassing" shall be defined as the door-to-door solicitation of votes within a residence hall or other University residential property. Forms of campaign literature include, but are not limited to buttons, handbills, flyers, banners, t-shirts, and business cards.

G. "Contributions" shall be defined as anything donated to an individual candidate or political organization, including money, products, services, but excluding campaign volunteers.

H. "Dismissal for cause" shall be defined as the removal of a Student Elections Committee member, the Student Elections Manager, or other elections personnel for negligence or incompetence in the performance of his or her duties.

I. "Ex-officio" shall be defined as a non-voting advisory member or organization of the Student Government Association.

J. "Electioneering" shall be defined as wearing candidate or political organization paraphernalia, campaigning for a candidate or office of any kind, using or having in your possession pens, pencils, flags, flyers, pins, etc. that represent a candidate or political organization.

K. "Political Organization" shall be defined as an organization of candidates for jointly elected positions that have been registered with the Student Elections Committee with the purpose of coordinating campaign efforts.

L. "Speaking Event" shall be defined as any speaking engagement done by an individual student candidate or a political organization with any university Registered Student Organization or with a group of five or more university students.

M. "Student election" shall be defined as the submission of all questions for vote of the student body at large or some subset thereof including candidacies and referenda.

N. "Social Media" shall be defined as forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos)

O. "University equipment" shall be defined as University-owned items such as paper, typewriters, copy machines, computers, printers, copiers, vehicles, etc.

P. "Wallpapering" shall be defined as the misuse of a public bulletin board in an academic building by placing campaign materials on more than one-half of any non-reserved bulletin board.

Q. "Write-in" shall be defined as the ability to be elected into a position based on a certain percentage of votes cast by the student body. A write-in candidate must receive fifteen percent (15%) of the total voting numbers and comply with candidate eligibility requirements to be considered a write-in

for an elected position. The candidate may not have been formally recognized by the Student Elections Committee during the campaign period.

## **Article II. Oversight and Administration of Student Elections**

### Section 1. Oversight

- A. Oversight Organizations. The oversight organizations shall be the Student Government Association and the Association of Residence Halls.
- B. Oversight Functions. The oversight organizations shall provide oversight to student elections by jointly performing the following functions:
  - 1. Annually constituting and commissioning the membership of Student Elections Committee by December
  - 2. Coordinating the financing of student elections;
  - 3. Removing for cause members of the Student Elections Committee;
  - 4. Suspending election rules upon recommendation by the Student Elections Committee; and
  - 5. Amending the *Student Elections Code* when necessary.
- C. Limited Oversight. The oversight organizations shall refrain from interfering with the administration of student elections.
- D. Exercise of Oversight Responsibility. Anyone who is on an oversight organization executive board or committee who is running for a position or is a part of the SEC may not exercise these rights.
- E. Complete Concurrence. In the event that the oversight organizations must determine whether to exercise their collective oversight responsibilities, each organization shall have one (1) vote. A decision to execute an oversight function must be reached by concurrence of the oversight organizations.
- F. Advisement. The Faculty Advisor shall advise the oversight organizations in the performance of their responsibilities.

### Section 2. Administration

Authority for administering the student elections process shall be vested in the Student Elections Committee and the Student Elections Office Manager.

### Section 3. Student Elections Committee (SEC)

The Student Elections Committee, hereinafter the SEC, shall be responsible for administering student elections in a fair and impartial manner. Once constituted, the SEC shall have independent jurisdiction and authority in the administration of student elections, subject to review by the oversight organizations as specified in Article II, Section 1 of the *Student Elections Code*.

- A. Membership. The SEC shall consist of seven (7) students and at least one faculty/staff advisor.
  - 1. Student Membership. The student membership of the SEC shall consist of the following:

- a. Two (2) members of the Student Government Association;
- b. Two (2) members of the Association of Residence Halls;
- c. Three (3) students who are not members of either of the oversight organizations.

2. Membership Selection. The following requirements govern the selection of general students. Members of the SEC cannot pursue office in any form, whether elected or appointed until the following school year.

3. Approval of Student Membership. Prior to taking seats, members of the SEC must be approved by the oversight organizations.

4. Advisor Selection. An advisor shall be a faculty or staff member of the University designated by the Vice President of Student Affairs, subject to the concurrence of the oversight organizations. An advisor who does not receive the concurrence of the oversight organizations may not serve on the SEC.

B. Responsibilities. The SEC shall be responsible for executing the following functions:

1. Hiring the Student Elections Office Manager;
2. Directing the actions of the Student Elections Office Manager
3. Approving the disbursement of financial resources made available to the SEC by the oversight organizations;
4. Convening all student elections informational meetings;
5. Hearing and deciding all student elections violations and grievances;
6. Making the minutes of the SEC available to the public;
7. Maintaining quorum at all SEC functions;
8. Enforcing all sanctions imposed upon students for violations of the *Student Elections Code*;
9. Promoting student candidacy and voting in student elections;
10. Reviewing and approving all advertisements, flyers, and other campaign materials pertaining to student elections prior to dissemination;
11. Reviewing and approving all student elections registration forms, paperwork, petitions, and ballots;
12. Determining the dates, times, online voting process and procedures for student elections not otherwise set forth in the *Student Elections Code*;
13. Certifying and announcing the results of all student elections;
14. Receiving regular reports from the Student Elections Office Manager;

15. Dismissing for cause the Student Elections Office Manager;
16. Executing all other responsibilities delegated to the SEC by the oversight organizations; and
17. Performing all other administrative functions that are necessary for the fair and impartial administration of student elections and that are not inconsistent with the *Student Elections Code*.

C. Impartiality. No member of the SEC shall pursue a candidacy or campaign in any student election over which the SEC has jurisdiction. Prior to commencing service on the SEC, all members shall sign a statement indicating their understanding that they may not pursue candidacy or involvement in a campaign in an election over which the SEC has jurisdiction while they are seated on the SEC and that they will perform their duties in a fair and impartial manner at all times.

D. Officers. The officers of the SEC shall be the Chairperson, the Vice Chairperson, and the Secretary. The officers of the SEC must be student members. Officers must attend as many SEC functions as possible.

1. Selection of Officers. The SEC shall elect the Chairperson, the Vice Chairperson and the Secretary by majority vote of the SEC.

2. Functions of Chairperson. The Chairperson of the SEC shall be responsible for executing the following functions:

- a. Presiding at all meetings of the SEC;
- b. Setting the agenda for all meetings of the SEC; and
- c. Convening special meetings of the SEC.
- d. Assuming the duties and functions of the Office Manager if the position is not filled

3. Functions of Vice Chairperson. The Vice Chairperson of the SEC shall be responsible for executing the following functions:

- a. Presiding at all meetings of the SEC in the absence of the Chairperson; and
- b. Assisting the Chairperson with the coordination of activities of the SEC.

4. Functions of Secretary. The Secretary of the SEC shall be responsible for executing the following functions:

- a. Presiding at all meetings of the SEC in the absence of the Chairperson and the Vice Chairperson;
- b. Recording detailed and accurate minutes of the proceedings of all meetings of the SEC; and
- c. Publishing the minutes of all meetings of the SEC on the Student Government Association website.

E. Meetings. The SEC shall conduct its meetings according to the following rules:

1. Notice: The Chairperson or Acting Chairperson of the SEC may convene a meeting of the SEC by notifying all members of the SEC of the date, time, location, and agenda of a meeting. Unless otherwise specified in the *Student Elections Code*, the Chairperson must provide at least twenty-four (24) hours' notice of all meetings of the SEC.
2. Quorum: A quorum for meetings of the SEC shall be at least 50% of the seated student membership of the Committee.
3. Voting. In the event that the SEC cannot decide an issue by consensus, a majority vote of the student membership of the SEC shall decide the issue. Advisors may not vote on any issues before the SEC.
4. Parliamentary Procedure. All meetings of the SEC shall be conducted in accordance with standard parliamentary procedure.

F. Vacancies. In the event that a student member of the SEC resigns, is disqualified, or is otherwise unable to fulfill the responsibilities of his or her office, the vacancy shall be filled by the oversight organizations subject to the student membership requirements set forth in Article II, Section 3, Subsection A, Part 1 of the *Student Elections Code*.

G. Compensation. Student members of the SEC, other than the Student Elections Office Manager may not receive financial compensation for their service.

#### Section 4. Student Elections Office Manager

The Student Elections Office Manager shall be responsible for administering student elections in a fair and impartial manner at the direction of and subject to the authority of the SEC.

A. Eligibility. A student is eligible to serve as Student Elections Office Manager if he or she meets the following eligibility requirements:

1. The student is in good academic and disciplinary standing with the University;
2. The student has at the time of appointment and maintains throughout his or her tenure in office a cumulative grade point average of at least 2.5;
3. The student will not pursue a candidacy or campaign in any student election over which the SEC has jurisdiction during his or her time in office; and
4. The student is not serving on the executive committee or executive board of one of the oversight organizations.

B. Hiring. The SEC shall, at its sole discretion, initiate a hiring process to facilitate the selection of the Student Elections Office Manager. With approval from the SEC, the Dean of Student's Office may assist with recruitment. The SEC shall appoint the Student Elections Office Manager by majority vote if consensus cannot be reached.

C. Responsibilities. The Student Elections Office Manager shall be responsible for executing the following functions:

1. Managing the day-to-day student elections operations;
2. Disbursing financial resources for approved student elections expenditures;



3. Attending and reporting at all meetings of the SEC;
4. Soliciting from the oversight organizations the requisite eligibility and qualification information for the offices in their respective organizations to which students shall be elected;
5. Working with University administrators to verify that all students participating in student elections satisfy all eligibility requirements;
6. Serving as the principal contact person for all information pertaining to student elections;
7. Enforcing all sanctions imposed upon students by the SEC;
8. Registering all candidates and political organizations participating in student elections;
9. Receiving and transmitting to the SEC all grievances filed by candidates and other members of the University community;
10. Preparing and submitting to the SEC for approval all student elections registration forms, paperwork, and ballots;
11. Reserving all requisite facilities and equipment necessary to execute student elections;
12. Executing all other responsibilities delegated to the Student Elections Office Manager by the SEC or the *Student Elections Code*; and
13. Performing all other administrative functions that are necessary for the fair and impartial administration of student elections and that are not inconsistent with the *Student Elections Code*.

D. Compensation. The Student Elections Office Manager shall receive financial compensation in an amount of \$9.25 per hour at 8 hours per week for the duration of the election.

### **Article III. Student Candidacy and Political Organizations**

#### Section 1. Candidate Debates and Forums

- A. Presidential and Student Trustee Debates. If there are two or more candidates for Student Body President, Student Trustee, and/or ARH President, there will be a debate held between the candidates on the same night for all the positions. In the event that the candidate or ticket runs unopposed for office, the SEC shall be responsible for planning an informational forum for the candidate or ticket to participate in.
- B. Format. The format will be determined by the SEC, who will make the format available to the candidates at least one week before the debate. The SEC may decide to include Student Body Vice President and Student Body Chief of Staff with a week's notice in the informational forums.
- C. Forums. The SEC shall be responsible for the planning of an informational forum or forums in which senator candidates will be given the opportunity to explain their positions.
- D. The Student Elections Committee is charged with publicizing the debate dates and times.

#### Section 2. Individual Student Candidacy

In order for a student's name to appear on a student elections ballot, the student must establish his or her candidacy.

A. Eligibility. In order to qualify for candidacy for any office for which an election is held under the jurisdiction of the SEC, a student must be in good academic and disciplinary standing with the University. A student candidate also must satisfy the eligibility requirements established by the governing documents of organization or office to which he or she seeks election.

B. Certification of Eligibility and Qualification. The Student Elections Office Manager shall ensure that all student candidates are eligible for candidacy and are qualified for the elected offices they seek prior to printing and/or publishing the ballots. All students interested in pursuing elected office must attend an informational session.

C. Registration. A student candidate must register his or her candidacy with the SEC prior to commencing any campaign activities.

D. Privileges. Once registered with the SEC, an independent student candidate shall enjoy the following privileges:

1. Temporary Student Organization Status. A registered independent student candidate shall be certified by the Student Involvement Center as a temporary registered student organization, entitled to all of the rights and privileges associated with such status. The Student Elections Office Manager shall work in conjunction with the Student Involvement Center to verify to the University community the validity of an independent student candidate's claim to privileges enjoyed as a temporary registered student organization.

2. Identification. An independent student candidate may create advertising materials reflecting the name, slogan, or image of the candidate. An independent student candidate's use of identification is subject to the following rules:

a. Registration. Prior to using a name, slogan, or image affiliated with an independent student candidate, the candidate must register these items with the SEC.

1 Prior to creating/publishing any social media page/account affiliated with the campaign, the candidate must register it with the SEC.

2 Prior to the commencement of the election, the candidate must register a campaign team with the SEC including positions, but not limited to: Campaign Manager, Multimedia Manager, Staffers, etc.

a The candidate is expected to update this throughout the duration of the election process.

b. Limitations. No independent student candidate may register a slogan or image used within the past four years by another candidate.

### Section 3. Political Organizations

The purpose of a political organization is to allow candidates seeking jointly elected positions to coordinate campaign efforts. Only candidates who have declared candidacy for jointly elected positions may organize into a political organization.

A. Registration. In order for these student candidates to form a political organization for the purpose of campaigning in a student election, the candidates must register as a political organization with the SEC prior to commencing any campaign activities under the name or image of the political organization.

B. Privileges. Once registered with the SEC, a political organization shall be granted the following privileges:

1. Temporary Student Organization Status. A registered political organization shall be certified by the Student Involvement Center as a temporary registered student organization, entitled to all of the rights and privileges associated with such status. The Student Elections Office Manager shall work in conjunction with the Student Involvement Center to verify to the University community the validity of the political organization's status as a temporary registered student organization.

2. Identification. A registered political organization may create advertising materials reflecting the name or image of the political organization. Political organizations' use of identification is subject to the following rules:

a. Registration. Prior to using a name, slogan, or image affiliated with a registered political organization, the political organization must register these items with the SEC.

1 Prior to creating/publishing any social media page/account affiliated with the campaign, the candidate must register it with the SEC

2 Prior to the commencement of the election, the candidate must register a campaign team with the SEC including positions, but not limited to: Campaign Manager, Multimedia Manager, Staffers, etc.

a The candidate is expected to update this throughout the duration of the election process

b. Limitations. No political organization may register a name, slogan, or image for its organization if the name, slogan, or image was used by another political organization within the past four years.

#### Section 4. Withdrawal

Any registered candidate may withdraw his or her candidacy by submitting a written request for withdrawal to the SEC prior to the printing or publishing of election ballots.

#### Section 5. Elected Offices

The elected offices under the automatic jurisdiction of the *Student Elections Code* are affiliated with the oversight organizations and the Board of Trustees of Illinois State University.

A. Student Government Association. The elected offices of the Student Government Association that are under the automatic jurisdiction of the *Student Elections Code* are the Student Body President, the Student Body Vice President, Student Body Chief of Staff, and the Senators.

1. Qualifications. The qualifications for the Student Body President, the Student Body Vice President, Student Body Chief of Staff, and the Senators shall be determined by the governing documents of the Student Government Association.
2. Joint Election. The Student Body President, the Student Body Vice President, and the Student Body Chief of Staff must be elected jointly. Senators are not jointly elected. All Senator Candidates are independent student candidates.

B. Association of Residence Halls. The elected offices of the Association of Residence Halls that are under the automatic jurisdiction of the *Student Elections Code* are the President and the Vice President.

1. Qualifications. The qualifications for the President and the Vice President shall be determined by the governing documents of the Association of Residence Halls.
2. Joint Election. The President and the Vice President must be elected jointly. However, the Association of Residence Halls may not join a political organization with other jointly elected offices.

C. Board of Trustees. The elected office of the Board of Trustees that is under the automatic jurisdiction of the *Student Elections Code* is the Student Trustee.

1. Qualifications. The qualifications for the Student Trustee shall be determined by the law of the State of Illinois.
2. Supremacy of Law. In the event that the law of the State of Illinois conflicts with the *Student Elections Code*, the law of the State of Illinois shall prevail.
3. Joint Election. The Student Trustee is not jointly elected. All Student Trustee candidates are independent student candidates.

## **Article IV. Campaigning**

### Section 1. Length of Campaign

- A. Student candidates. A registered student candidate may commence campaigning activities once he or she is registered with the SEC. The candidate may commence campaigning activities 14 days before the date of the first day of voting, but may set up meetings to speak once it is registered with the SEC. The candidate must cease campaigning activities at the closing of election polls on the final day of student elections. Student candidates may not coordinate campaigns or endorse other candidates running for office, including political organizations.
- B. Political organizations. A registered political organization may commence campaigning activities 14 days before the date of the first day of voting, but may set up meetings to speak once it is registered with the SEC. The political organization must cease campaigning activities at the closing of election polls on the final day of student elections. Political Organizations may not coordinate campaigns or endorse other candidates running for office.

### Section 2. Campaign Timeline.

The SEC has the authority to establish the exact dates of election stages, but needs to follow these guidelines:

- A. Candidate debates and forums must be held at least 7 days before the first day of voting;

- B. Campaigning may commence 14 days before the first day of voting; and
- C. Candidate Information Sessions must be held 10 academic days before campaigning begins.

### Section 3. Campaign Headquarters

No candidate or political organization shall use public University facilities as campaign headquarters, including office facilities of student organizations. All University facilities, except individual residence hall rooms, shall be considered public University facilities.

### Section 4. Printed Campaign Materials and Literature

- D. Student candidates. All campaign materials and literature for an individual student candidate must state the name of the candidate.
- E. Political organizations. All campaign literature distributed by a political organization shall be labeled clearly with the phrase, "Distributed by (name of political organization)." This phrase may not be abbreviated and font must be approved by SEC.
- F. SEC. The SEC must be given twenty-four (24) hours advance notice to review all printed materials before they are distributed. These printed materials will be monitored throughout the campaigning period to ensure that the policies of the *Student Elections Code* are being adhered to.
  - 1. Previously approved documents by the SEC can be posted when the student candidate or political organization notifies the committee.
- G. Required Symbols and Text. All campaign literature produced by student candidates or political organizations must HAVE a recycling symbol, a statement that says "Printed on Recycled Paper," and a statement for accommodations based upon disabilities that is approved by the SEC.

### Section 5. Electronic Campaigning in Literature

- A. Student candidates. All campaign materials and literature for an individual student candidate must bear the name of the candidate.
- B. Political organizations. All campaign literature distributed by a political organization shall be labeled clearly with the phrase, "Distributed by (name of political organization)." This phrase may not be abbreviated and must appear in at least 10-point Times New Roman typeface.
- C. All electronic materials shall be monitored by the SEC. If the materials are created by agents or workers, the campaign may be found in violation of a grievance if slander is associated.
- D. Appropriate Use Policy. All electronic campaigning must abide by Illinois State University's Appropriate Use Policy.

### Section 6. Distribution of Campaign Materials and Literature

The delivery, distribution, and placement of campaign materials and literature on University property must conform to University and residence hall policies and regulations. There shall be no use of the University email system for the purposes of campaign literature, which violates the University's mass email system policy.

### Section 7. Removal of Campaign Materials and Literature

- A. Restriction. No unauthorized person shall remove, deface, or destroy campaign materials or literature.
- B. Authorized personnel. Members of the SEC, the Student Elections Office Manager, and University officials shall be authorized to remove improperly printed and/or posted campaign materials and literature. Authorized personnel shall make a reasonable attempt to return all removed campaign materials and literature to the individual or political organization responsible for producing the item.
- C. Removal. University officials shall be authorized to remove all campaign materials and literature beginning the day after the closing of voting for student elections.

#### Section 8. Residence Halls

- A. Residence hall rooms. Individual residence hall rooms and doors shall be considered University property for the application of the *Student Elections Code*.
- B. Dining centers. Student Candidates and political organizations that wish to canvass dining centers must register with Campus Dining Service. Traditional canvassing will not be allowed within the dining centers. Instead, candidates and organizations may set up a single location, giving students the ability to approach.
- C. Public address systems. No candidate or political organization may use the public address system for campaigning.
- D. Registration for canvassing. Student candidates and political organizations that wish to canvass residence halls must register with the Office of Residential Life prior to soliciting votes in any residence hall lobby or on any residence hall floor. All registered canvassers shall be subject to residence hall escort policies, where applicable. Student candidates and political organization that wish to canvass dining centers must register with Campus Dining Services to identify a location for passive canvassing.

#### Section 9. Off-Campus

Off-campus campaigning is permitted as long as receipts for expenditures are submitted to the Student Elections Committee.

#### SEC. Section 10. General University Facilities

- A. Classrooms. No campaign literature may be displayed in any academic classroom, including blackboards, bulletin boards, overhead projectors, document cameras, LCD projectors or any university property. Candidates may orally address individual classes with the permission of the instructor.
- B. Class Sessions. Campaigning shall be prohibited while an academic class is in session including the distribution of materials. Clothing with campaign materials is permitted to be worn, after candidates gain approval of the campaign materials from the SECR.
- C. Bulletin Boards. Campaign literature may be posted only on campus non-reserved bulletin boards, with the exception of reserved tables or booths in the Bone Student Center that have been approved by the SEC.
- D. Wallpapering is prohibited.

E. University Property. No campaign literature may be posted on outdoor University property, including buildings, and monuments, other than those places designated by the University as appropriate for posting information available to the public. Student candidates and political organizations may not use chalk on buildings or sidewalks not normally exposed to rain and must conform to the Student Involvement Center's RSO policies.

F. University Equipment. No University equipment shall be used for campaign purposes, with the exception of services that can be purchased from a vendor, unless otherwise approved by the SEC. Campaigning shall be prohibited in open computer labs on campus during the election voting window.

#### Section 11. Finance Restrictions

A. Institutional Offices, Departments, or Units. No University office, department, or unit may contribute financially in any way to an individual student candidate or a political organization. No University affiliated office, department, or unit may advocate the campaign of any specific candidate or political organization.

B. Registered Student Organizations. With the exception of political organizations that are formed for the purpose of campaigning, no registered student organization may contribute organizational funds to the campaign of any specific candidate or political organization without approval from the SEC.

C. Contributions. Student candidates or political organizations may accept contributions, but all contributions must be documented in a financial disclosure statement in accordance with this Code.

#### Section 12. Financial Disclosure

A. Financial Disclosure Report. Each student candidate or political organizations must keep accurate and up-to-date records of all campaign receipts and expenditures. Receipts must be provided for all campaign expenditures. All expenses in excess of one dollar shall be included in the candidate disclosure statements. Each financial disclosure report must have all expenditure receipts attached.

B. Financial Records. Each student candidate or political organizations must list identifying information (name, item, etc.) and amounts of each contribution and expenditure. Contributions and expenditures of non-monetary assets or in-kind efforts must be listed and valued at their fair Market value, as determined by the SEC. All campaign materials distributed by and/or paid for by a supporter for a student candidate or political organization must be included in the candidate's campaign expenditures.

C. Financial Disclosure Form. The SEC shall provide standardized forms for the purposes of this Code by the filing deadline.

D. Financial Disclosure Statement Timeline. The financial disclosure statement shall be filed with the SEC at the following times:

1. by 4:30 p.m., on the first day of campaigning;
2. by 4:30 p.m., on the last day of the second week of campaigning;
3. by 4:30 p.m., on the last day of voting in the General Election or Special Election.

E. Public Inspection. Each student candidate or political organization financial records shall be available for public inspection. They must be submitted in a spreadsheet in digital and paper format summarizing their campaign expenditures to the SEC for each disclosure required by Article IV,

Section 11, Subsection A. This summary of records shall be placed online by the SEC within 24 hours after records are submitted if submitted on a business day, excluding Friday. If the records are submitted on Friday or a non-business day, the SEC shall place the records online within 72 hours after records are submitted.

F. Failure to file accurate financial disclosure statements by the deadlines listed in this section, or falsification of financial statements, shall qualify the candidate for disqualification by the SEC.

E. Audit. The SEC has the power and reserves the right to audit any student candidate or political organization's expenditures at any time during or after the elections. Any discrepancy of more than five percent (5%) between receipts provided and expenditures listed, as shown in the Financial Disclosure statement, shall be considered a violation of this section.

### Section 13. Financial Expenses and Limits

A. Limits for Candidates and Political Organizations. Candidates and Political Organizations shall be required to adhere to the following limitation on campaign expenditures in any general election or special election:

1. SGA On-Campus, Off-Campus, and Graduate Senator Candidates: \$250
2. SGA Academic and RSO Senator Candidates: \$300
3. Student Trustee Candidates: \$500
4. ARH Presidential and Vice Presidential Candidates: \$500
5. SGA Presidential, Vice Presidential, and Student Body Chief of Staff Candidates: \$1,000

D. Contribution Limits. Individual student candidates or political organizations shall be required to adhere to the limits set in Article IV, Section 12, Subsection A and B and are allowed to accept contributions as long as the individual candidate or political organizations does not go above their limitations.

### Section 14. Agents and Workers

All candidates are responsible for all actions and conduct of their registered campaign team. All candidates shall refrain from knowingly deceptive or misleading campaign activities, including any act or statement reasonably calculated to injure or compromise the rights or interests of any student, faculty or administration.

## **Article V. Student Voters**

### Section 1. Eligibility

A person shall be eligible to vote in student elections if he or she is enrolled in at least one academic class at the University and not simultaneously employed full-time by the University as a faculty member, administrative/professional staff member, or civil service staff member.

### Section 2. Constituencies



An eligible voter may only vote for candidates seeking elected office that is representative of a student constituency to which the voter belongs. The registered student organization or office with which an elected office is affiliated shall determine the student constituency represented by the elected office.

## **Article VI. Election Scheduling and Procedures**

### Section 1. Scheduling Elections

1. **Date and Time.** The SEC shall set the specific date(s) and time(s) for the student elections at least 21 days prior to the elections, unless the Student Government Association has set these dates prior to the appointment of the SEC membership.
2. **Multiple Elections.** The SEC may schedule more than one student election for the offices under the automatic jurisdiction of the *Student Elections Code*, provided the oversight organizations concur.
3. **Non-Standard Elections.** The SEC may change the week in which the student elections are conducted, provided that the oversight organizations concur with the Committee.
4. **Special Elections.** Any registered student organization may request the services of the SEC in conducting an election not specifically outlined in the *Student Elections Code*. The SEC has the sole discretion to accept or decline the request. If the SEC agrees to conduct a special election, the registered student organization for which the election is conducted must provide the necessary financing for the election to take place.
5. **Referenda.** The SEC is responsible for submitting to the student body all referenda questions approved by the SGA.
  - a. **Approved Referenda.** In the event that the SGA approves a referendum to be posed to the student body, the SEC shall publish and conduct the student referendum at the direction of the SGA
  - b. **Notice.** The SGA must provide at least thirty (30) days' notice to the SEC of any approved referendum to be posed to the student body.
  - c. **Financial Obligations.** If the SGA directs the SEC to publish and conduct a student referendum on a date other than that on which student elections occur, the SGA must provide the necessary funding for executing the referendum.

### Section 2. Verifying Candidate Qualification and Commitment

The SEC shall be responsible for verifying the qualifications and commitment of all candidates pursuing an elected office under the jurisdiction of the SEC.

- A. **Candidate Information Sessions.** The SEC shall verify the qualifications and commitment of all candidates during Candidate Information Sessions.
1. **Number of Sessions.** The SEC must conduct at least three (3) Candidate Information Sessions for students interested in pursuing elected office.
  2. **Procedures.** Each Candidate Information Session shall consist of an overview of the *Student Elections Code* and relevant election guidelines, presentations from representatives of the oversight organizations about eligibility requirements and responsibilities of elected office, and a question and answer period.

- a. Registration. All students that attend a Candidate Information Session in its entirety and must verify completion of this requirement for candidacy by registering their attendance with the Student Elections Office Manager.
- b. Coordination. The Student Elections Office Manager shall secure the assistance of representatives from the oversight organizations to ensure that all information presented during informational sessions is accurate. The Student Elections Office Manager also shall solicit from each oversight organization all appropriate eligibility requirements for each elected office.
- c. Presentations. During each Candidate Information Session, representatives from the SEC shall discuss with interested students the job descriptions of the elected offices in their respective organizations, relevant weekly office hour and meeting requirements, pertinent monthly or annual event or meeting requirements, duration of term in office, compensation options (if applicable), and other applicable eligibility requirements specified by the oversight organizations or state law, including, but not limited to, the following: residency, grade point average, academic standing, disciplinary standing, and citizenship.
- d. Documentation. The Student Elections Office Manager must make available all relevant documentation and forms to students interested in pursuing elected office in a student election over which the SEC has jurisdiction, including the *Student Elections Code*, relevant University policies related to student elections or campaigning, the governing documents of the oversight organizations, etc.

B. Candidate Responsibilities. All candidates pursuing elected office have the following responsibilities at informational sessions:

- 1.Attendance. All students interested in pursuing elected office must attend one Candidate Information Session and the Candidate Informational Forum/Debate. Failure to attend either the Candidate Information Session or the Candidate Informational Forum/Debate may result in disqualification of candidacy.
- 2.Verification of Academic and Disciplinary Standing. Any student interested in pursuing elected office must sign a waiver form authorizing the SEC to verify that said student is in good academic and/or disciplinary standing with the University.
- 3.Provision of Information. All students are required to provide truthful information on any forms submitted to the SEC, including waiver forms, and any other document. Any student who knowingly provides false information on any document submitted to the SEC shall be disqualified from candidacy by the SEC.

C. Special Accommodations. In the event that a student interested in pursuing elected office is unable to attend an informational session scheduled by the SEC, the SEC may grant special accommodations to the interested student so that he or she may meet separately with the Student Elections Office Manager or the designee of the Student Elections Office Manager. In the event, that a student pursuing elected office is unable to attend the Candidate Informational Forum/Debate scheduled by the SEC, the SEC shall grant a special exemption from the event for an academic conflict or family emergency. If the SEC grants special accommodation to a student, then said student shall be considered to have met the requirement set forth in Article VI, Section 2, Subsection B, Part 1 of the *Student Elections Code*.

D. Restrictions. The following restrictions apply to student candidates and political organizations:

- 1.Student Candidates. No student candidate may commence any campaigning activities promoting the candidacy of the student or political organization, or bearing the name of the student until the

student has complied with Article VI, Section 2, Subsection B, Part 1 of the *Student Elections Code*.

2. Political Organizations. No political organization may conduct campaigning activities bearing the name of any individual candidate until the candidate has complied with Article VI, Section 2, Subsection B, Part 1 of the *Student Elections Code*.

### Section 3. Balloting Methods

A. Online Voting. The SEC shall ensure that the primary method for voting in student elections shall be via an online voting mechanism, such as the my.Illinois.State portal.

1. Accessibility. The online voting mechanism and timeframes for utilization approved by the SEC must provide for substantial accessibility to student elections ballots by all affected members of the student body.
2. Availability of Campaign Information. The SEC shall make available candidate platform statements on the Student Elections web site and through the my.Illinois.State portal, and at the physical polling location.
3. Security. The SEC must ensure that the online voting mechanism to be used for student elections is secure and not reasonably subject to tampering.
  - a. Improper Solicitation of Votes. No candidate or political organization may misuse the online voting mechanism in any way for improper solicitation of votes.
  - b. Appropriate Use. All members of the student body are subject to University policies governing the appropriate use of technology. The SEC shall pursue University sanctions against any student who violates University policies governing the appropriate use of technology while utilizing the online voting mechanism for student elections.

B. Special Accommodations. The SEC shall make reasonable accommodations to maximize voter turnout and access to student elections.

1. Absentee Balloting. The SEC shall establish a mechanism by which a student may obtain and complete an absentee ballot in the event that the student will be unable to being unable to access the my.Illinois.State portal.
2. Assistance to Voters with Disabilities. Upon request by a student with a disability, an elections staff member and an individual of the student's choice may assist the student in casting his vote.
3. Write-In Balloting. The SEC shall establish a mechanism by which a student may cast a write-in vote that shall be counted as a legal vote in the final tabulation. Write-in balloting must be available through the online voting process.

### Section 4. Ballot Structure

A. Voting will take place through the my.Illinois.State portal, which can randomize the ballot order automatically. The SEC will ensure that all candidates appear on the ballot.

B. In the event that a candidate's name does not appear on the ballot the election for the respective office(s) will be considered void and therefore terminated. A new election will be arranged as soon as possible.

#### Section 5. Tabulation of Votes

A. Initial Tabulation. After the closing of polls for student elections, the SEC shall provide the tabulation of all votes cast through all authorized voting mechanisms. The SEC shall implement appropriate measures to ensure that vote counts are valid.

B. Retention of Ballots. At the conclusion of a tabulation of the votes, the Student Elections Office Manager shall maintain the election ballots for 30 days and then destroy the ballot records, unless instructed by the SEC to maintain the ballot records for more than 30 days.

#### Section 6. Determination of Winners

A. Plurality. Unless otherwise specified in the governing documents of the organization with which an elected office is affiliated, the winner of an election shall be the candidate in receipt of the plurality of votes cast.

B. Tie Votes. In the event that a tie vote occurs, then the SEC may conduct a runoff election at the expense of the affected organization.

C. Announcement of Results. The Student Elections Office Manager shall compile the election results and submit them to the SEC. At a time designated by the SEC, a representative of the SEC will announce the results in the presence of all student candidates and the public. The Student Elections Office Manager also will make available the official election results to the appropriate media and through the Student Government Association web site.

#### Section 7. Recounts

Any candidate may request a recount by submitting a written request with a valid reason subject to the discretion of the SEC, no more than five (5) business days after the election results have been announced. Recounts shall be conducted within five (5) days of the written request, and the recount results shall be announced publicly.

### **Article VII. Election Violations and Grievances**

#### Section 1. Violations.

Any candidate or political organization that fails to comply with any portion of the *Student Elections Code* or a ruling of the SEC may be found to be in violation of the *Student Elections Code*.

#### Section 2. Grievances

A. Filing a Grievance. An aggrieved party may file a grievance with the SEC against any individual student candidate or political organization for violation of the *Student Elections Code*.

##### 1. Requirements for Validity.

a. Time Limit. A valid grievance must be filed within two business days of the alleged violation of the *Student Elections Code*.

b. Content. A valid grievance must contain the name of the aggrieved party, the name of the accused party, a description of the complaint of the aggrieved party, the

date and time that the alleged violation occurred, the specific portions of the *Student Elections Code* that have been alleged to be violated, the names of at least two (2) witnesses, and all supporting materials.

2. **Grievance Form.** The aggrieved party may file his or her grievance by completing a grievance form with the Student Elections Office Manager. The form may be found on the SEC website.
3. **Transmittal.** Upon receipt of a grievance, the Student Elections Office Manager shall transmit copies of the grievance form and all supporting materials to the SEC.
4. **Post-Election Grievances.** Any grievance filed after the conclusion of an election shall only be considered valid if filed within five days of the conclusion of the election and if it might reasonably have adversely affected the results of the election.

B. **Internal Grievances.** In the event that a SEC member should file a grievance or be named as a witness by an aggrieved party, said SEC member(s) shall be prohibited from determining and deliberations on said grievance.

### Section 3. Hearings

A. **Procedures.** The SEC shall determine time limits for each stage of the hearing. All grievance hearings shall adhere to the following procedure:

1. Review of hearing rules by presiding member of the SEC;
2. Opening statement from aggrieved party;
3. Opening statement from accused party;
4. Presentation of complaint by aggrieved party;
5. Presentation of complaining witnesses and evidence;
6. Cross examination from accused party;
7. Presentation of defense by accused party;
8. Presentation of defense witnesses and evidence;
9. Cross examination from complaining party;
10. Questions from the SEC;
11. Closing statement from aggrieved party; and
12. Closing statement from accused party.

B. **Hearing Protocol.** The SEC may establish by majority vote any rules necessary to ensure that hearings are fairly and expeditiously conducted.

C. **Deliberations.** At the conclusion of each grievance hearing, the SEC shall convene in closed session to deliberate and rule upon the grievance.

D. Ruling. The SEC must reach one of the following rulings at the conclusion of its deliberations:

1. In Violation. The SEC may find that an accused party is in violation of the *Student Elections Code*. If found in violation of the *Student Elections Code*, the accused party may be subject to sanctions.
2. Not in Violation. The SEC may find that an accused party is not in violation of the *Student Elections Code*. If found not in violation of the *Student Elections Code*, the accused party shall not be subject to sanctions.

E. Notice of Ruling. The SEC shall notify the aggrieved and accused parties of the SEC's decision and any assigned sanctions in open session immediately after the deliberations have concluded. The Student Elections Chair must notify within 2 business days of the decision the appropriate campus media, all registered candidates, and all registered political organizations of any scheduled grievance hearings and sanction decisions.

#### Section 4. Sanctions

A. Available Sanctions. The following sanctions may be imposed by the SEC upon any candidate or political organization found to have violated the Code. Sanctions for misconduct will be determined on a case-by-case basis, based on the severity of the violation, number of previous violations, and precedent of the SEC:

1. Censure. A censure is an official statement that the student has violated a University regulation, and serves as a formal reprimand. A censure also indicates that future violations will likely result in more serious level of sanctioning.
2. Campaigning Restrictions. Campaign restrictions can be placed on a candidate or political organization that has violated the code by the SEC. Restrictions disallow a candidate or political party to partake in a specific campaign activity, such as chalking, distributing literature, electronic campaigning, speaking to student groups, etc. for a duration determined by the SEC based on the severity of the violation.
3. Suspension of Campaign Activity. Suspension of Campaign Activity is a serious sanction that requires candidates or a political organization to cease all campaign activity for a duration determined by the SEC based on severity of the violation.
4. Disqualification of Candidacy. Disqualification of Candidacy is the most serious consequence that shall be reserved for violations that directly undermine the integrity of the student election process and compromises the equity that all candidates and political organizations are entitled too.
5. New Election. The SEC may invalidate the results of an election and order that a new election be conducted in the event that a party's violation of the Student Elections Code may have adversely affected the results of a student election. This sanction may only be assigned for post election grievances.
6. Failure to Comply. In the event that a party found in violation of the Student Elections Code fails to comply with a sanction assigned by the SEC, the sanction shall immediately be moved to the next division.

#### Section 5. Appeals

Unless otherwise stated in the *Student Elections Code*, grievance rulings and sanctioning decisions of the SEC may be reviewed on appeal.

A. Appeals of Grievance Rulings. Grievance rulings by the SEC may be appealed in writing by an aggrieved party or an accused party as follows:

1. Vice President for Student Affairs. Grievance rulings that are given by the SEC may be appealed in writing to the Vice President for Student Affairs or designee within 1 business day of the announcement of the appellate decision of the SEC.

a. Aggrieved Party. An aggrieved party may appeal a grievance ruling that finds an accused party not in violation of the *Student Elections Code* only on the grounds that a SEC member participating in the hearing and deliberations allegedly acted in violation of the *Student Elections Code* during the performance of his or her duties in the hearing and/or deliberations.

b. Accused Party. An accused party may appeal a grievance ruling that finds that he or she was in violation of the *Student Elections Code* on the grounds that a major procedural error occurred during the hearing or that a SEC member participating in the hearing and deliberations allegedly acted in violation of the *Student Elections Code* in the performance of his or her duties in the hearing and/or deliberations.

B. Appeals of Sanctioning Decisions. Serious sanctioning decisions by the SEC, including disqualification, revocation of political organization status, referral to the University Hearing Panel, and ordering a new election, may be appealed in writing to the Vice President for Student Affairs or designee on the grounds that one or more assigned sanctions were excessive.

C. Available Rulings. The following rulings are available to the SEC or the Vice President for Student Affairs or designee when considering an appealed grievance ruling or sanctioning decision:

1. Affirmation. The Vice President for Student Affairs or designee may affirm the decision being appealed.

2. Reversal. The Vice President for Student Affairs or designee may reverse and/or invalidate the decision being appealed.

3. Reduction of Sanction. The Vice President for Student Affairs or designee may reduce an appealed sanction held to be excessive.

## **Article VIII. Suspension and Amendments**

### **Section 1. Suspension**

The SEC may recommend to the oversight organizations that some portions of the *Student Elections Code* be suspended in special or emergency situations. The oversight organizations may jointly suspend any portion of the *Student Elections Code*. In the event that the oversight organizations suspend a portion of the *Student Elections Code*, the SEC must immediately notify all candidates of the suspension.

### **Section 2. Amendments**

A. Amendment Authority. The oversight organizations jointly may amend any portion of the *Student Elections Code*. No amendment shall become effective until each oversight organization verifies in writing its affirmation of an amendment. An oversight organization's failure to respond

within one month of receipt of proposed amendments in writing constitutes tacit agreement with the proposed amendments.

B. Consultation with Student Trustee. In the event that amendments to the *Student Elections Code* affect rules governing the election of the Student Trustee, the oversight organizations shall consult with the Student Trustee on the amendments.

*Updated: November 23<sup>rd</sup>, 2016 Amended and Ratified*