



**The Student Government Association (SGA)
Election Rules and Regulations**

Amended: November 10, 2011

ARTICLE I	ELECTED OFFICES	1
ARTICLE II	CANDIDATE AND TICKET REQUIREMENTS	3
ARTICLE III	ELECTION PROCEDURES	6
ARTICLE IV	LIMITATIONS ON CAMPAIGN ACTS	8
ARTICLE V	CAMPAIGN FINANCE RULES	11

These Election Rules will expire at the conclusion of the 2012 University of Maryland, College Park Student Government Association Election.

ARTICLE I – ELECTED OFFICES

Section 1. Executive

Subsection A.

1. All candidates for the Executive Board must be full-time undergraduate students in good financial, judicial, and academic standing, with a minimum cumulative grade point average (GPA) of 2.5. Executive Board positions are as follows:
 - a. Student Body President
 - b. Senior Vice President
 - c. Vice President of Academic Affairs
 - d. Vice President of Financial Affairs
2. All full-time and part-time undergraduate students at the University of Maryland, College Park are eligible to vote for candidates for the Executive positions.

Section 2. Legislative

Subsection A. Academic Legislators

1. All candidates for Academic seats in the Legislature must be full-time undergraduate students in good financial, judicial, and academic standing, with a minimum GPA of 2.5. All candidates seeking election as Academic Legislator must have already declared a

major within the college they seek to represent before running for an Academic seat. The Academic seats in the Legislature are defined as follows:

- a. Agriculture (1)
 - b. Architecture (1)
 - c. Arts and Humanities (2)
 - d. Behavioral and Social Sciences (3)
 - e. Business and Management (2)
 - f. Computer, Mathematical, and Natural Sciences (3)
 - g. Education (1)
 - h. Engineering (2)
 - i. Public Health (1)
 - j. Journalism (1)
 - k. Letters and Sciences (3)
2. All full-time and part-time undergraduate students are eligible to vote for the Academic candidate(s) for the college or school that includes their major. Students with majors from different schools may only vote for the candidates seeking to represent their primary major.

Subsection B. Residential Legislators

1. All candidates for Residential seats in the Legislature must be full-time undergraduate students in good financial, judicial, and academic standing, with a minimum GPA of 2.5. All candidates seeking election as Residential Legislators shall seek election from the residential community in which they intend to live during the following academic year. The Residential seats in the Legislature are defined as follows:
- a. Cambridge Community (1)
 - i. Representing: Bel Air, Cambridge, Centreville, Cumberland, and Chestertown Halls.
 - b. Denton Community (1)
 - i. Representing: Denton, Easton, Elkton, and Oakland Halls.
 - c. Ellicott Community (1)
 - i. Representing: Ellicott, Hagerstown, and LaPlata Halls.
 - d. Greek Community (1)
 - i. Representing: The fourteen (14) University-owned Greek houses on Fraternity Row and the seven (7) University-owned Greek houses on The Graham Cracker.
 - e. Leonardtown Community (1)
 - i. Representing: New and Old Leonardtown.
 - f. North Hill Community (1)
 - i. Representing: Anne Arundel, Caroline, Carroll, Dorchester, Queen Anne's, St. Mary's, Somerset, Wicomico, and Worcester Halls.
 - g. Off-Campus – Neighboring (2)
 - i. Representing: All students living on non-University property within the 20740 U.S. Postal Service ZIP Code, excluding the South Campus Commons and University Courtyards.
 - h. Off-Campus – Outlying (6)

- i. Representing: All students living on non-University property that is not within the 20740 U.S. Postal Service ZIP Code.
 - i. South Campus Commons Community (1)
 - i. Representing: All students residing in the South Campus Commons complex.
 - j. South Hill Community (1)
 - i. Representing: Allegany, Annapolis, Baltimore, Calvert, Cecil, Charles, Frederick, Garrett, Hartford, Howard, Kent, Montgomery, Prince George's, Talbot, and Washington Halls.
 - k. University Courtyards Community (1)
 - i. Representing: All students residing in the University Courtyards complex.
- 2. All full-time and part-time undergraduate students are eligible to vote for the residential candidate(s) for the community where they currently reside, as listed by the University of Maryland Office of Records and Registration, University of Maryland Department of Resident Life, and University of Maryland Department of Fraternity and Sorority Life.

ARTICLE II – CANDIDATE AND TICKET REQUIREMENTS

Section 1. Candidate Eligibility

Subsection A.

1. All candidates must register with the SGA Election Board by the date set forth in the Election Calendar. Applications will be given out at Candidate Information Sessions and made available in the SGA office in the Student Involvement Suite on the ground floor of the Stamp Student Union. Applications must be submitted to the SGA office. Upon submission, candidates will receive a receipt for their application by either a member of the Election Board or a current member of the SGA. The application shall include at minimum: the candidate's name, contact information, local and permanent addresses, major(s), position sought, and ticket affiliation.
2. A candidate may only run for a position if he/she fulfills the eligibility requirements for that position, as defined in Article I. In addition, candidates must intend to be enrolled for the following academic year.
3. In accordance with Article V of the SGA By-laws, all candidates are required to consent to verification by the SGA Advisor that they meet all requirements stipulated by these rules.
4. No candidate may run for more than one office in the SGA.
5. A list of all eligible candidates will be made available by Wednesday, April 4, 2012. Candidates declared ineligible by the Election Board will have an opportunity to rectify any problems found during the verification process or present a written appeal with proper documentation to the Election Board by Friday, April 6, 2012. Candidates who do not resolve their problems and do not appeal will not be permitted to run in the election.

Section 2. Mandatory Meetings

Subsection A.

1. Executive and Legislative candidates are required to attend a mandatory Candidate Information Session. These meetings will be held once a week starting on March 1, 2012 and ending on March 13, 2012. There will also be a meeting on Tuesday, March 27, 2012. All those running for an Executive Board position also have to attend an Executive Board meeting, in addition to the aforementioned Candidate Information Session. The exact dates, times, and locations of these meetings will be determined and advertised by the Election Board. Each Information Session will include general SGA information, specific Executive/Legislative duties and responsibilities, and a review of the accountability and ethics standards. At the conclusion of the Candidate Information Session, all candidates present will be required to sign a pledge indicating they understand the formal commitment they are making to the SGA.
2. The signing of the pledge indicating understanding of the commitment made to the SGA will be understood to indicate intent to run in the election. The Election Board will keep a current, public list of persons intending to run posted on the SGA website.
3. All candidates are required to attend all Mandatory Candidate Meetings; they will be held on Thursday, April 5, 2012 and Thursday, April 12, 2012. Election rules, regulations, and expectations will be covered in detail at these meetings.
4. All candidates are required to attend one (1) of the following SGA General Body Meetings in its entirety: Wednesday, March 14, 2012 and Wednesday, March 28, 2012. Meetings are held at 6:00pm in the Benjamin Banneker room of the Stamp Student Union.
5. If a candidate cannot attend a mandatory meeting, they must provide written notice, at least one day in advance, to the Election Board explaining their situation. The Election Board may, at their discretion, grant an excused absence and require the individual to attend a make-up meeting. Absence from the make-up meeting will result in the disqualification of the candidate.
6. Undergraduate students studying abroad during the SGA Election will be exempt from any mandatory meetings. The Election Board Chair shall make a reasonable effort to inform all candidates studying abroad of the information conveyed during the meetings. The candidates must acknowledge they read and understood the information sent by the Chair.
7. The Election Board, if confronted with unforeseen and unavoidable circumstances, may change the times and dates of these meetings. Ticket representatives and individual candidates, not affiliated with a ticket, must be notified at least 24 hours prior to time at which the meeting will be held.

Section 3. Ticket Requirements

Subsection A. Ticket Formation

1. Executive and Legislative candidates may organize “tickets” together. These tickets may be styled and referred to as “parties” for the purpose of the campaign.
2. Candidates wishing to form a ticket must complete and return a ticket application to the Election Board. Applications will be available in the SGA office located in the Student

Involvement Suite. The application will be due by Friday, March 30, 2012 in the mailbox of the Election Board Chair (located in the SGA office).

3. Ticket representatives who are not candidates for office are still considered ticket members. Tickets will be held accountable for the actions of both candidate and non-candidate ticket members and may be held liable for fines and/or sanctions at the discretion of the Election Board.
4. Tickets are not required to register with the Stamp Student Union.

Subsection B. Ticket Chair

1. Each ticket must designate a Ticket Chair whom the Election Board will contact with news affecting their ticket, specifically: date changes, sanctions and/or fines, and other pertinent information.
2. The registration for Ticket Chair is included in the candidate registration literature and may be referred to as "Ticket Head" by the Election Board, the SGA, and campaign literature.
3. The Ticket Chair is required to be an undergraduate student of the University of Maryland, College Park.
4. The Ticket Chair is not required to be a candidate for an SGA office.

Subsection C. Ticket Membership

1. All tickets must submit a list of the candidates in their party, in addition to each individual candidate's inclusion of their affiliation on the candidate application. The list must be typed and include the names of the candidates, their University Identification Numbers (UID), the positions they are seeking, and their email addresses. This list must be submitted to the Election Board by Friday, March 30, 2012.
2. A candidate will only be placed on a party ticket if he or she has filed a candidate application and his or her name is included on the list submitted by the Ticket Chair.
3. The ticket representatives will be able to add, change, or remove candidate information from the ticket by submitting a request to the Election Board by Monday, April 16, 2012. To remove themselves, candidates must contact the Election Board.

Subsection D. Ticket Names

1. To register a ticket name, the head of the ticket or ticket representative must complete the Ticket Application and specify the desired name for the ticket.
2. No more than one (1) ticket may use the same or distinctly similar name (at the discretion of the Election Board). If two or more tickets register with the same or similar names, the ticket that registered first will be permitted to use that name.
3. No ticket may have the same initials or name as any existing group or organization recognized by the SGA or OCP.
4. No ticket may use the name of any member of the University of Maryland without the consent of the individual. If applicable, the party shall submit documentation showing that the name of the individual is being used with their consent.
5. No ticket name may slander or harass any person. Ticket names may not include obscene language. Black's Law Dictionary defines obscene as: extremely offensive under contemporary community standards or morality and decency; grossly repugnant to the generally accepted notions of what is appropriate.

6. The Election reserves the sole right to deny a ticket name if it violates the provisions of this subsection. Tickets have the right to appeal a denial of their ticket name to the Election Board. The appeal must be submitted to the Election Board by Friday, April 6, 2012.

ARTICLE III – ELECTION PROCEDURES

Section 1. SGA Sponsored Debate and Advertisement

Subsection A. Advertisement

1. The SGA Communications Committee and Election Board shall publicize and advertise the Candidate Information Sessions in order to reach as many potential candidates as possible,
2. The SGA Communications Committee and Election Board shall publicize and advertise the election and debate in order to reach as many votes as possible.

Subsection B. SGA Sponsored Executive Candidate Debate

The SGA Communications Committee shall sponsor a debate, between all Executive Board candidates wishing to participate, on Thursday, April 19, 2012.

Section 2. Election Dates and Voting Locations

Subsection A.

1. The SGA Election will be held on the following dates:
 - a. Monday, April 23, 2012
 - b. Tuesday, April 24, 2012
 - c. Wednesday, April 25, 2012
2. The official polling site is in the main lobby of the Stamp Student Union. The official polling site will be open starting at 9:00am. The official polling site will close at 8:00pm on Monday, April 23, 2012 and Tuesday, April 24, 2012, and at 5:00pm on Wednesday, April 25, 2012.
3. Undergraduate students can use any device with internet access to vote online at www.testudo.umd.edu.

Section 3. Election Ballot

Subsection A.

1. For each position, the name of each candidate shall appear on the ballot in alphabetical order based on last names.
2. The ballot shall show the ticket affiliation of each candidate alongside his/her name.
3. The ballot shall show all of the candidates for the offices that the voter is eligible to elect.
4. Designated ticket representatives and individual candidates, not affiliated with a ticket, will be given the opportunity to review the accuracy of the election ballot.

Section 4. Computer Voting Procedures

Subsection A.

1. Online voting shall be available via a link from www.testudo.umd.edu.
2. A valid University of Maryland, College Park Student ID or Directory ID number is required to vote. Along with the ID number, the student will be required to answer at least one (1) security question to prevent voter fraud.
3. The computer program shall allow a student to vote only once. It is a violation of the University of Maryland Code of Student Conduct to vote more than once.
4. The computer program shall determine the residency and official college affiliation of the student. Based on the Voter Classification established in the SGA By-laws and this document, the program shall identify the legislative representatives the student is permitted to elect. It is the responsibility of every student to provide his/her most updated information to the Office of the Registrar.
5. The student shall vote by clicking in the boxes corresponding to the name(s) of the appropriate candidate(s).
6. The computer program used to conduct the election shall tally the votes, signal double voting, and provide a printout of the election results.
7. If students are unable to vote by electronically, they shall be permitted to vote using absentee ballots. The requirements for absentee voting shall apply in this situation.

Section 5. Absentee Ballots

Subsection A.

1. Absentee ballots will be made available to all students who are unable to vote on the dates set forth in the Election Calendar, including those who are prevented from utilizing the computer system to vote on the Election days.
2. Absentee ballots may be obtained from the Election Board Chair until one (1) day prior to the Election. During the Election days, set forth in the Election Calendar, absentee ballots will be available at the official polling stations for students who are not able to vote using the computer program.
3. Absentee ballots must be submitted to any official polling station or the SGA office by the end of the regular voting period, in accordance with the Election Calendar. For the vote to count, the voter must write his/her student ID number on the top of the ballot in the presence of the receptionist or an Election Board member.
4. Absentee ballots will be counted regardless of whether the absentee votes may affect the outcome of the election.

Section 6. Determining Election Winners

Subsection A.

1. The winners of the elections for all positions, including the Executive Board, Academic Legislators, and Residential Legislators shall be those candidates who win the most votes.
2. A runoff election will occur if the top vote-getting candidates receive exactly the same number of votes.

3. The SGA Advisor, the Election Board Chair, the current SGA President, and one (1) Governance Board Member shall verify election results.

ARTICLE IV – LIMITATIONS ON CAMPAIGN ACTS

Section 1. Election Guidelines

Subsection A.

All candidates, ticket members, and students affiliated with a campaign must comply with University policies, as well as state, federal, and municipal laws. Once a candidate or ticket member registers with the Election Board, he/she explicitly agrees to abide by the Election Rules and recognizes that the Election Board has the authority to enforce the Election Rules. Any individual acting as an agent of a candidate or ticket for a SGA office shall be considered, de facto, to be campaigning and the Election Board shall have the same jurisdiction as if the individual is a declared candidate or ticket member.

Section 2. General Regulations

Subsection A.

1. Campaigning shall be defined as any solicitation of votes through unwarranted communication. Forms/Instances of unwarranted communication include, but is not limited to, tabling, flyer, chalking, posting of signs, hanging banners, use of internet resources, and distribution of any campaign materials. If candidates are unsure of the legitimacy of certain actions, they can contact the Election Board for clarification and judgment.
2. Candidates are permitted to spend campaign funds to purchase campaign materials prior to the start of official campaigning, so long as the materials are not distributed until the official start of campaigning.
3. Candidates may not campaign in any way, shape, or form prior to the official start of campaigning on Monday, April 16, 2012.
4. All advertisements must contain the words “SGA Elections” and the dates of the SGA Election: Monday April 23, 2012; Tuesday, April 24, 2012; and Wednesday, April 25, 2012.
5. In accordance with Dining Services’ policy, campaign materials may not be posted in the Dining Halls or the dining area in Hillel. Party affiliated t-shirts may be worn in the dining halls, but not solicitation or campaigning in other forms is permitted.
6. Campaign materials to be posted in the Residence Halls must be taken to Annapolis Hall for stamped approval. All Department of Resident Life policies regarding posting and distributing of materials must be adhered.
7. Candidates and parties may only chalk on flat horizontal surfaces of sidewalks; any chalking on vertical surfaces or buildings is a violation of the Election Rules. Any violation of the University Guidelines on Chalking, found at www.president.umd.edu/legal/chalking.html, is a violation of the Election Rules.

8. Guidelines for demonstrations and flyering and/or leafleting may be found at www.president.umd.edu/legal/demonstrations.html. A violation of these guidelines constitutes a violation of the Election Rules.
9. Guidelines for advertising may be found in the Event Management Handbook, found at http://www.union.umd.edu/reservations/event_management_handbook.html.

Section 3. Prohibitions

Subsection A.

The following acts by candidates, ticket members, or students affiliated with a campaign are prohibited at all times:

1. Bribery: Bribery is defined as providing a good or service for the explicit purpose of gaining that individual's vote where the individual is required to vote, or promised to vote, for a specific candidate or ticket as a condition for receiving the good or service.
2. Distributing alcohol to any individuals while campaigning.
3. Defacing or removing University or personal property. This includes, but is not limited to, affixing campaign materials to trees, sidewalks, trashcans, street signs, fire hydrants, phone booths, light poles, the exteriors of buildings, cars (without the permission of the owner), and chalking on vertical surfaces or buildings.
4. Defacing or removing the campaign materials of other candidates and/or tickets.
5. Posting material or advertisements off-campus is prohibited, except in private businesses/residences with the explicit consent of the owner. Advertising is permissible in the University Courtyard complex as long as it follows the rules or regulations established by the management of University Courtyards.
6. No campaign material may be posted in, attached to, or distributed in the Stamp Student Union.
7. No campaigning or electioneering may occur in the Stamp Student Union.
8. On Election days, no campaign material may be posted in, attached to, or distributed within a 100-foot radius of any official polling station. The Election Board shall mark the 100-foot radius.
9. On Election days, no campaigning or electioneering may occur within a 100-foot radius of any official polling station. The Election Board shall mark the 100-foot radius.
10. No person may set up polling stations in a public area. A public area constitutes a space that can be freely entered at any time by ownership or law enforcement officials. A polling station constitutes an area or place used for the express purpose of gathering votes.
11. No computer terminal owned by or under the effective control of any member of any ticket may be used to cast any ballot, except by that same member.

Section 4. Violations

Subsection A.

1. It is a violation of the Election Rules to perpetrate an activity that is prohibited under Section 2 or Section 3 of Article IV. After being found responsible by clear and convincing evidence (evidence indicating that the sanction to be proved is highly

probable or reasonably certain), violators may be fined and/or sanctioned at the discretion of the Election Board for each violation.

2. A candidate who is knowingly the recipient of any votes cast improperly under Article IV, Section 3 is liable for action up to and including dismissal as a candidate, at the discretion of the Election Board.
3. If it is the opinion of the Election Board that there is clear and convincing evidence that the violations are excessive in number or severity, then they reserve the power to dismiss the violator(s) from the election.

Section 5. Timeline of Ticket or Candidate Fines

Subsection A.

1. After a violation is received, the ticket or candidate that the violation is in reference to and the entire Election Board will be contacted within 24 hours.
2. An objective fine and dismissal structure will be found in Article IV, Section 6 of this document. All fines and dismissals will be up to the discretion of the Election Board.
3. After a violation is received, the Election Board has 24 hours to deliberate on the necessary and discretionary actions to be taken within the parameters of their enumerated powers.
4. Following the deliberation by the Election Board, the ticket or candidate that the violation is in reference to has 24 hours to appeal to the SGA Governance Board. All Governance Board decisions will be understood as final.

Section 6. Fine and Dismissal Structure

Subsection A.

Fines and dismissals will be enforced as follows:

1. Bribery shall be grounds for dismissal.
2. Distribution of alcohol shall be grounds for dismissal.
3. Illegal voting procedures during voting days shall be grounds for dismissal of the individual candidate and a \$25.00 fine to the ticket, if applicable.
4. Defacing property shall receive a \$25.00 fine, with a maximum total fine of \$125.00.
5. Defacing another ticket's campaign materials shall receive a \$25.00 fine, with a maximum total fine of \$125.00.
6. Campaigning in off-limits areas shall receive a \$25.00 fine, with a maximum total fine of \$300.00.
7. Chalking violations, including, but is not limited to, chalking on vertical surfaces and buildings, chalking within 25 feet of the entrance or exit to a building, and chalking without including the phrase "SGA Elections" or the elections dates shall receive a \$20.00 fine, with a maximum total fine of \$100.00.
8. Handing in paperwork late shall receive a \$20.00 fine per person.
9. Handing in financial reports late shall receive a \$25.00 fine per person, and if the reports are never received, the elected ticket members will be removed from office.
10. Campaigning early shall receive a \$500.00 a day fine for a ticket. Campaigning early shall receive an \$80.00 a day fine for an independently running Executive Board

candidate. Campaigning early shall receive a \$40.00 a day fine for an independently running Legislative candidate.

ARTICLE V – CAMPAIGN FINANCE RULES

Section 1. Fundraising

Subsection A. The Fundraising Cap

1. The maximum fundraising cap is \$2,000.00.
2. Independent Candidates
 - a. If running alone, a Legislative candidate may fundraise no more than 7.5% of the maximum fundraising cap (\$150.00).
 - b. If running alone, an Executive Board candidate may fundraise no more than 30% of the maximum fundraising cap (\$600.00).
3. Tickets
 - a. A ticket may fundraise no more than the maximum fundraising cap (\$2,000.00).
 - b. However, if the sum of the independent fundraising limits (see Article V, Section 1, A-2-a, b) on a ticket is less than the maximum fundraising cap, the lower limit shall apply.
 - c. A single source may contribute no more than 7.5% of a ticket's fundraising limit.
 - d. A Legislative candidate may fundraise no more than 7.5% of the ticket cap (\$150.00).
 - e. An Executive Board candidate may fundraise no more than 30% of the ticket cap (\$600.00).
4. All campaign contributions received by an individual or organization must be included in the financial report.

Section 2. Spending

Subsection A.

1. Candidates and/or parties shall be required to track all spending and submit a campaign finance report, as outlined in Article V, Section 3 of this document. The Election Board will be responsible for verifying the authenticity of all finance reports.
2. Independent Candidates
 - a. Legislative candidates who run independently may spend up to 7.5% of the maximum fundraising cap (\$150.00) on their campaign.
 - b. Executive Board candidates who run independently may spend up to 30% of the maximum fundraising cap (\$600.00) on their campaign.
3. Tickets
 - a. Tickets who wish to pool their resources may spend no more than the maximum fundraising cap (\$2,000.00).
4. The value of all items purchased or services rendered reported on any financial report to the Election Board may be amended if the amount paid is not reasonably within fair market value.

- a. The Election Board, through the SGA Finance Committee guidelines, shall determine the fair market value of any product or service in question.

Section 3. Financial Report

Subsection A.

1. Financial reports are required for all tickets and unaffiliated candidates. The financial report must include the name, contact information, and title of the person(s) who compiled the report.
2. All tickets and unaffiliated candidates must submit a preliminary financial report outlining spending on nonmonetary donations prior to the start of campaigning. Another financial report must be submitted after campaigning has concluded, outlining total spending on goods purchased after the initial report was submitted. Proper documentation must accompany the submission of the financial reports, which must include, but is not limited to, invoices and/or receipts of all purchases. All documentation is subject to authenticity review by the Election Board.
3. The report of all campaign contributions received by a ticket or unaffiliated candidate must include the name and address of each contributor and the date the contribution was made. For monetary contributions, the report must include the dollar amount of the contribution. For good or service contributions, the report must include a description of the contribution and an estimate of its fair market value.
4. All campaign expenditures by a ticket or unaffiliated candidate must be included in the financial report. The entry must include the date of the expenditure, what the expenditure was for, the total expense, and to whom it was paid.
5. A verifiable receipt is required for all expenditures and must be submitted with the report.
6. A preliminary financial report must include all campaign contributions and/or expenditures up to two (2) days prior to the start of campaigning, and is due by 12:00pm (noon) on Sunday, April 8, 2012. The Election Board Chair must ensure that the report is posted on the SGA website by 7:00pm the same night (April 8, 2012) and provide the information to all tickets who request it therein. The report must include all information outlined in Article V, Section 3.
7. A final full financial report is due by 12:00pm (noon) on Friday, April 20, 2012, in accordance with the Election Calendar. The final report must include all information contained in the preliminary report, as well as any additional contributions and/or expenditures since the preliminary report was prepared.
8. If a ticket or unaffiliated candidate fails to turn in either financial report on time, then the ticket or candidate may be fined and/or sanctioned at the discretion of the Election Board.
9. Any falsifications, omissions, or fabrications of contributions and/or expenditures are a violation of the Election Rules. If it is determined, through clear and convincing evidence, that a ticket or unaffiliated candidate knowingly violated the Election Rules, the ticket or candidate may be sanctioned at the discretion of the Election Board.
10. A member of the finance committee, who is not seeking election to an SGA position and is not affiliated with any individual candidate or ticket, shall participate in the review of all financial reports.