

UNIVERSITY OF NEBRASKA AT OMAHA

STUDENT GOVERNMENT

ELECTION RULES

GOVERNING CANDIDATES

2007-2008

Approved by the UNO Student Senate: 04 / 21 / 2005

Approved by the UNO Rules Committee: 04/14/2005

Last Revised: August 16, 2006

Last Reviewed: June 2007

Elections Date(s): October 2, 2006 – October 3, 2006

CHAPTER 1 – ELECTIONS

Welcome to the Student Government election process. This packet contains information on running for an elected position within UNO Student Government. Members of student government are part of the official governing body representing the students of the University of Nebraska at Omaha, whose composition and duties are outlined by the UNO Student Government constitution and bylaws, and will act as a liaison between students and administration. Student Government proposes formal resolutions to the administration recommending changes in the operation of the campus, and allocates over a quarter of a million dollars of student fees a year, including one almost forty thousand dollars that are placed directly into Student Government's budget. Student Government also acts as the official voice of the students whenever any sort of opinion or stance is needed on the students' behalf.

As an elected member of Student Government, attendance for Senate meetings held every other Thursday at 7:00pm is required. During the weeks that senate meetings are not held, committee meetings will be held. Those who are elected to a senate position will be required to fulfill one office hour per week.

I. Election Commission

People who will be involved in the election process will be fellow students and faculty. An Election Commission was determined to be necessary to better suit the needs of the students, and was created through proper Student Senate legislation. In order to facilitate student-governed elections, Student Government has empowered an election commission, a subsidiary commission of student court, to oversee, administer, and certify student elections. The jurisdiction and duties over conflicts arising regarding student elections are the domain of the Election Commission. It is the Election Commission's duties to administer all elections in accordance with the UNO Student Government Election Rules Governing Candidates through the delegated authority of Student Court.

II. Authority

These rules and regulations are promulgated pursuant to the authority granted to the Election Commission and Student Court under the Constitution and By-laws of the Student Government of the University of Nebraska at Omaha, hereby referred to as SG-UNO.

Each Election Commission shall meet within two (2) weeks after certification of the Election results to review and/or revise these Election Rules based on observations of the completed Elections. No rules may be revised within six (6) weeks of the first day of the election. All changes must first be submitted to the Rules Committee of SG-UNO before the Student Senate votes upon the changes.

III. Offices

- ❖ The Student Senate shall consist of 32 elected senators.
- ❖ Two (2) senators shall represent each of the five classes (Freshman, Sophomore, Junior, Senior, and Graduate)

The remaining 22 Senators shall represent the Colleges and Divisions of UNO, which shall be apportioned, according to the constitution, by the Election Commissioner according to enrollment in each college and division, with no college or division receiving less than one (1) seat.

IV. Eligibility

In order to be eligible for a Student Government elected positions, all requirements must be met in order to run in accordance with the University of Nebraska Board of Regents Policies, UNO Student Rights and Responsibilities, and the Student Government Constitution. The Election Commission shall ascertain the eligibility of each candidate filing a petition for office prior to the creation of paper or electronic ballots through the Chief Administrative Officer (C.A.O.). Eligibility of candidates will be checked

against the Registrar's records at the time of filing for office. The names of ineligible candidates may not appear on the ballot. Eligibility of write-in candidates will be verified prior to the installation of office.

Under all circumstances, however, University policy prohibits denial of University privileges to students on the basis of race, color, religion, gender, disability, age, national origin, or other factors, which, lawfully, cannot be taken into consideration.

To be eligible to run for or hold an elected or appointed position in Student Government, stipulations on all candidates are:

- a) Candidates must remain enrolled in at least six credit hours.
- b) Candidates must maintain a minimum cumulative grade point average of 2.00.
- c) Candidates must not be on disciplinary probation.
- d) The candidate must have paid UNO's University Program and Facility fees.
- e) Members of Student Court cannot petition, campaign, or be elected to a Student Government Office.
- f) Members of the Election Commission cannot petition, campaign, or be elected to a Student Government Office.
- g) The Legislative and Public Relations Officer (L.P.R.) cannot petition, campaign, or be elected to a Student Government Office.

Additional stipulation on candidates running for the office of Senator for a College is candidates must be a registered member of that College in the Student Information Systems at the time of petitioning and during their entire term of office.

Additional stipulation on candidates running for the office of Senator for a Class is the candidates must have accrued enough credits to be a member of that class at the time of petitioning for office.

In addition, stipulations on candidates running for the Office of Student President-Regent or Vice President:

- a) Candidate must be enrolled in at least six (6) credit hours at UNO.
(Credit hours exclude thesis, correspondence and independent study courses, and summer session credits)
- b) Have completed 24 semester hours of credit on the UNO campus during two years prior to the academic term.
- c) Not be convicted of a felony, unless all civil rights have been restored by the date set for filing for candidacy.
- d) Candidate has not served more than three (3) years as President/Regent.

All candidates must attend the Election Orientation meeting held prior to elections in order to retain their name on the ballot. No exceptions other than emergency situations (e.g. death in family) will be granted.

Any enrolled student at the University of Nebraska at Omaha is eligible to vote for:

- a) A President/Regent and Vice-President ticket.
- b) Two senators for class representation based on their class.
- c) The allotted amount of Senator(s) for college/division representation based on their primary college/division.
- d) The support of a student newspaper from student funding (Gateway).
- e) The support of a speakers program from student funding. (S.P.O.)
- f) The support of salaries for student government officers from student funding.

V. Registering / Petitioning for Office

Candidates with intent to campaign for office must file an Election Petition for election to Student Government Office. These forms shall be made available by the SG-UNO Office Secretary or the Chief Administrative Officer (C.A.O.) and returned to the SG-UNO Office during regular business hours. Returned applications shall be stamped with the date of receipt. Petitions may not be submitted more than four (4) weeks prior to the first day of Elections. Filed petitions are to be open for public inspection and reproduction (at inquirer's cost) during regular business hours in the Office of SG-UNO.

a) Student President-Regent and Vice President

Students seeking to run on the adjoined ticket of Student President-Regent and Vice President must secure a (one per ticket) petition from the SG-UNO Office and return the completed petition before filing for office. The petition will consist of sixty (60) spaces for signatures and NUID number. The candidate must return the petition with a least fifty (50) valid student signatures and identification numbers. The Election Commission will then be held responsible to verify the signatures as currently enrolled students with the help of the Registrar and the Director of Student Organizations and Leadership Programs. A candidate is prohibited from filing for candidacy if they have been convicted of a felony, unless all civil rights have been restored by the filing date for candidacy.

b) Write-In Candidates

Any student who fails to file two (2) weeks prior to the first day of elections may not be listed on the ballot, but may run as a write-in candidate. Write-in votes must be identical to the name and spelling indicated in SIS. Any eligible student who is elected as a write-in candidate must file a petition prior to campaigning and accepting their position. Agents who have petitioned for office may not be elected as a write in candidate for another office. Write-in candidates must adhere to all Election Rules Governing Candidates.

c) Agents

Agents are those authorized or instructed by a candidate to act on behalf of the candidate. Candidates will be responsible for the action of their agents. Candidates are responsible for briefing agents as to the Election Rules Governing Candidates. Agents are required to register with the Election Commission. It is recommended that candidates keep a logbook of agents and instructions for future questions. Individuals acting independently of a candidate's authority or instruction are responsible for provisions of the Statement of Student Rights and Responsibilities & the Student Code of Conduct. Agents must be duly registered students of the University of Nebraska at Omaha and registered with the Legislative and Public Relations Executive of Student Government.

d) Political Parties

Candidates and agents may form political parties to hone in and build on the strengths of each other. If a candidate chooses to join or form a political party, additional stipulations must be followed in addition to the rules for individual campaign practices. All political parties are required register their party name as well as all of the members of the party with the Election Commission before party involved campaigning may begin. Each political party may not have more candidates running for office than there are positions available in that office. Candidates may not be in more than one political party. No member of the Elections Commission or member of Student Court shall be affiliated with a political party. Political party names cannot include any candidate names.

CHAPTER 2 – RULES GOVERNING CANDIDATES (“Campaign Practices”)

Candidates have the responsibility to create and support an educational environment. As potential representatives of the student body, candidates are encouraged to show good citizenship, off campus as well as on campus. Each member should be treated with respect and dignity. Candidates, and their agents, have the right of extensive latitude in making their opinions known. It is understood however, that exercising this right the rights of others may not be jeopardized. The public exploration and resolution of differing views can be successful only when groups and individuals discuss the issues in forums where the rights to disagree and speak freely and be heard is preserved.

I. Expenses

- a) Candidates running on the adjointed ticket for the Offices of Student President-Regent and Vice President may expend up to, but no more than a total of \$400.00 in campaign expenditures which include all monies from campaign contributions during the regular SG-UNO Elections. If a Runoff Election is required, candidates for the office may expend an additional \$200.00 in campaign funds and contributions.
- b) Candidates for the Office of Student Senate may expend up to, but not more than a total of \$100.00 in campaign expenditures which includes contributions related to seeking office. Candidates are responsible for keeping an account of expenditures, but do not need to provide evidence for it unless a grievance for over expenditures has been filed against them. Grievances for senate campaign over expenditures must include all apparent expenditures by the candidate.
- c) Candidates for the Offices of Student President-Regent and Vice President must submit an itemized list of all contributions, expenditures related to seeking office, and agents. With this list, all receipts and statements of expenditures and contributions should be submitted. The deadline for submission is 12 noon on the last day of elections. These lists are available for public inspection. The fair market value of all non-purchased material used by a candidate shall be disclosed in the report. A Statement of Responsibility will be placed on the Candidates' Rules.
- d) No organization may raise more than \$100.00 for the purpose of supporting candidates for SG-UNO offices per election.

II. Literature

- a) Each senate candidate and President-Regent Tickets are allowed to post one hundred (100) posters.
- b) Any printed posted material for the election that is identifiably with a candidate, shall count towards that candidate's poster total.
- c) A poster shall be defined as any posted literature or material specifically related to the elections no larger than twelve inches by seventeen inches (12" x 17").
- d) A banner is defined as anything larger than a poster and the maximum dimensions of three feet by eight feet (3' x 8').
- e) All literature must be approved with a stamp in the Student Organizations and Leadership Programs (S.O.L.P.) office prior to hanging.
- f) Literature may hang for up to thirty (30) days.
- g) Candidates may only hang posters on designated bulletin boards (A list of approved boards is available in the S.O.L.P. office. All other boards are reserved for departmental use only and you must obtain departmental approval to post on these boards.)
- h) University policy prohibits any and all references to alcohol on posters or banners, and must contain text in English only.
- i) No posters may be posted in the Eppley Administration Building or in non-designated posting areas.
- j) At no time may posters or campaign literature be displayed in designated polling areas.
- k) No banner may be displayed from the center stairway railing at the South entrance of the student center.
- l) No banner may be displayed within fifty feet (50') of a designated polling area during the hours of election.

- m) Banners may be posted on a candidate's personal property outside the Student Center, but in no other building in the University.
- n) Each Student Senate candidate may post no more than three (3) posters on any floor of each University building.
- o) Candidates for President/Regent and agents for referendums may place four (4) posters per floor of each University building.
- p) Each candidate for the position of Student President-Regent, adjoined to a Vice President, may display one banner at an approved location in the Milo Bail Student Center.
- q) All distribution and placement of campaign literature on university residential housing must be approved by the appropriate property manager. (University residential housing of students at UNO, including but not limited to University Village, operated by Century Campus Housing Management, and Scott Village/Residence Hall, operated by College Park Properties.)
- r) Candidates are responsible for removing all posted material after elections have concluded.

III. Political Parties

Political parties are not allowed an expenditure budget. After a political party is registered with the Election Commission, candidates may include their party's name, logo, or insignia on their banners or posters. If members of a political party chooses to "pool money" for a group expense then a document stating each member's equal contribution for the expenditure must be submitted to the election commission prior to purchase, and copies of the receipts must be included with all list of expenditures submitted. Every member of the party must be part of the expense and must sign the expense form acknowledging their participation.

The amount contributed by a member to a group expense is considered part of that member's campaign expenditures. Group expenses must have one or all of the following:

- 1) All members listed at equal size and equal relative placement
- 2) The political party name

IV. Mass Email

No mass e-mail or individual electronic mailings of campaign literature may be sent to the Student Body. This literature includes both positive and negative literature sent about a candidate either by them, by another candidate, or by one of their representative. Use of the university e-mail system to coordinate campaign activities is permissible if the contents of the email do not solicit a vote. The definition of mass e-mail will be under the jurisdiction and interpretation of the Election Commission.

V. Electioneering in the Polling Areas

After the election (either paper or electronic) has commenced, candidates or their agents may not campaign within fifty (50') feet of designated polling areas. In the case of Electronic Ballot Elections no active campaigning will be allowed in any computer used room on the UNO campus. Posters existing in designated polling areas at the time it is designated as a polling area will be taken down and returned to the candidate and/or their agent. Candidates and agents may not intentionally abuse or misuse the computer facility so as to cause damage, program disturbances or harassment to other persons.

VI. False Statements

No candidate and/or agent shall make false statements relating to himself/herself or any other candidate. It will be violation of the rules to provide the Election Commission with any false or misleading information. Violation may qualify as a Misfeasance of Office.

CHAPTER 3 – DISPUTES, DISCREPANCIES, AND GRIEVANCES

I. Grievance

Any person, having witnessed a candidate or the candidate's agent in violation of any of the Election Rules Governing Candidates, may file a grievance with the Election Commission on a form designated by and obtained from the Election Commission.

This form should include questions pertaining to:

- 1) Specific rule violated or misinterpreted (article and section);
- 2) Specifically when and where violated; and
- 3) Other witnesses.

All grievances must be filed no later than the close of the following business day (a business day defined is Monday through Friday) after the polls have closed on the last day of the election. The Election Commission will be allowed ninety-six (96) hours from the deadline to submit expenditures to examine and verify the contributions and expenditures lists filed by candidates including candidates for President-Regent and Vice President.

II. Hearing

It shall be the right of any candidate to petition by filing a grievance with the Election Commission. Upon the submission of a grievance, the election for that office will be considered "in dispute." If the grievance addresses an action that would invalidate a candidate or ticket a public hearing at which an incident, indicated by the petitioner in their grievance, shall be reviewed. The Election Commission may take steps, if deemed necessary, to place temporary sanctions on a candidate's campaign until the time of a hearing. The Election Commission shall schedule the hearing for some time convenient to the interested parties if possible,

no later than 5 days after the election polls close during periods when the University is in session, and shall announce publicly in advance the time and place of the hearing.

Once a candidate has signed a grievance and it has been filed, the Election Commission is responsible for notifying all candidates and individuals against whom a grievance has been filed, and those who have filed grievances as to the place and time of the hearing. The notification should be made within ninety-six (96) hours of poll closing. Should a candidate file a grievance that specific election result will be in dispute until proven otherwise. The person(s) filing grievances will be provided an opportunity to withdraw their grievance. Until a formal hearing occurs, a candidate may not take office until eligibility is affirmed.

The Election Commission has the responsibility to notify a candidate of any complaint filed against them. The information should be sent by way of registered mail, email, or telephone contact and will include the times for hearings. A copy of the grievance must be provided as well.

Procedure for Election Hearing:

- A. Meeting is called to order.
- B. The rule in question is cited and read by the Election Commissioner.
- C. The petitioner is heard.
- D. The defendant's case is heard.
- E. The petitioner's witnesses are heard.
- F. The defendant questions complainant's witnesses.
- G. The Election Commission members question petitioner and petitioner's witness.
- H. The defendant's witnesses are heard.
- I. The petitioner questions defendant's witnesses.
- J. The Election Commission members question defendant and defendant's witness.
- K. Recess for deliberation (Deliberations are closed.)
 1. Members vote on the resolution of the case.
(Tie votes will be resolved by a vote from the Commissioner).
 2. If case is found in favor of the complainant, the members will vote on prescribed sanction, if any.
- O. Formal decision is read by commissioner with applicable sanction.
- P. Meeting adjourns.
- Q. Petitioner and defendant are provided a copy of ruling via certified mail.

Rulings of the Election Commission may be appealed to the Student Court if the appeal has merit. Due process of the Election Commission according to the Election Commission's Internal Operating Procedures or the Student Government By-Laws must be violated for any appeal to have merit.

No member of Student Court shall be allowed to attend a hearing, unless they are present as a witness or to provide testimony. In the event that a member of Student Court is a witness or provides testimony, they are required to abstain from any appeal processes relating to the hearing.

III. Sanctions

Any violation of the policies of the University of Nebraska at Omaha or the University of Nebraska Board of Regents may be grounds for the invalidation of any candidate or ticket. If the applicable sanction for a filed grievance is not invalidation and at least one (1) member of the Election Commission has witnessed the violation, then the Election Commission may meet to decide on sanction(s) without a hearing.

The Election Commission may enforce, but is not limited to, the following sanctions:

- a) Provide a verbal warning of violation.
- b) Restrict candidate campaigning before elections are over.
- c) Write a written reprimand to the candidate or agent in violation of the rule.
- d) Be submitted by the Election Commission to the Student Court for hearing, if a sanctions that involve a conflict of interest within the Election Commission.
- e) Invalidate the candidate.
- f) Invalidate the campaign ticket.
- g) Recommend disciplinary action found in the Statement of Student Rights and Responsibilities & the Student Code of Conduct through the Vice Chancellor of Academic & Student Affairs or the University Judicial Officer.

Additional situations that would require a hearing to determine a candidate's campaign's validity:

- a) Fraudulent manipulation of vote count (e.g. stuffing ballot box, voting twice, casting more votes than allowed according to eligibility);
- b) Extreme cases of libelous statement about opponent;
- c) Extreme propagation of falsehoods about oneself;
- d) Spending more than campaign expenditure limits permit;
(Over expenditures constitute an offense)
- e) Distributing or promising money, currency, or coin of any nation;

- f) Promising of services or relinquishment of service relating to wages, money, currency, coin, or scholarship requirements will be promised by a candidate at any time.
- g) Failure to comply with sanctions.

Clear and convincing evidence must be provided in each case.

IV. Invalidation

In the event of a vacancy for a seat, the seat will be filled according to the SG-UNO Constitution and By-Laws. In the event that a President-Regent candidate elect, the candidate and not the ticket, is invalidated from the election, the Vice President elect candidate shall become the President/Regent elect. If the President-Regent & Vice President elect ticket or senate candidate's campaign is invalidated, all votes for that ticket are declared invalid, and will not be considered in the calculation of votes. All voted for fictitious characters, not cast in accordance with the Election Rules, or persons ineligible to hold office will be declared invalid, and will not be considered in the calculation of votes. Any duplicate votes cast by a voter will only be considered once in the tabulation of votes.

V. Failure to Comply

If a candidate does not comply with a sanction issued before taking the office to which elected within two weeks, the Election Commission may declare a Misfeasance of Office, and based on the SG-UNO constitution, invalidate the Candidate's ability to hold office. Misfeasance of Office does extend to misconduct while campaigning prior to taking office, unless the filed Misfeasance of Office is a sanction, because intention to take office indicates the same standards of behavior required while in office.

VI. Special Elections

- a) A Special Election for an issue or office may be held by a 2/3 vote of the Student Senate or if deemed necessary by the Election Commission. Members of the Election Commission will be responsible to administer the Elections. The Student Senate will determine compensation for the work, and determine the length of the election.
- b) A Special Election, including a Run-off Election for the adjoined ticket of Student President-Regent and Vice President, will follow the same rules as the General Election.
- c) If the Secretary of the State of Nebraska invalidates an entire Election, the Election Commission will hold a new Election.
- d) According to Article V. Section II of the SG-UNO Constitution, the Election Commission is responsible for conducting a run-off Election for the Office of Student President/Regent and Vice President.

VII. Failure to take Office

Any candidate elected to a SG-UNO Office must personally notify the SG-UNO Office within seven (7) days of the public announcement of the Election results of their intentions to accept their office. Failure to do so will result in Forfeiture of Office. If the office is thus forfeited, the seat will be considered vacant and is subject to appointment by the Student Senate. The list of nominees for appointment should be limited to the remaining slate of candidates for that race.

CHAPTER 4 – TABULATION AND CERTIFICATION OF VOTES

The tabulation of the Election results must be certified within nine (9) days of the Election. If there is specific evidence of an inaccurate or incomplete count, then a signatory may refuse to sign. The adjoined ticket of the President/Regent and Vice President winner will be declared only if the candidates obtain a simple majority (simple majority is defined as 50 percent + 1) or at minimum a 10 percent margin over all other candidates. In the event of a tie for a Senate Seat the winner will be decided by winning 2 out of 3 rounds of "Rock Paper Scissors." The resulting grievance is considered grounds for invalidating the Elections. The grievance must be filed within twenty-four (24) hours of the alleged inaccuracy or incomplete result being discovered. This grievance begins a process of invalidating either the entire Election, or a particular race, if the inaccuracy can be limited to such. The invalidation of an SG-UNO Election is subject to Nebraska State Law. If certification is denied, the appeal advances to the next level. If certification is approved at any level, then the appeal process will fall under the guidelines of SPECIAL ELECTIONS, but all Election Rules will apply. All appeals should be submitted immediately and the final appeal decided within nine (9) days of the Election. All inaccurate or incomplete count grievances shall be typed and signed by the aggrieved party or parties.

I. The Following Procedures Apply to the Election Commission.

- a) Paper ballots will be sorted face up and unidirectional each night after the polls are closed and the paper ballots have been secured. The Election Commissioner and one other Election Commission Member or the members designated will sort the paper ballots without taking notice of the votes cast. Paper ballots, which are torn or deemed otherwise unusable, will be copied onto a new paper ballot by the Election Commissioner. A number will be assigned to the paper ballot and marked on both. The unusable paper ballot will be marked VOID and stored separately. Paper ballots without the Poll-workers initials will be removed and marked VOID. The total paper ballot count will then be adjusted on the Final Tabulation Sheet (FTS). Electronic Ballots will be sorted completely by the ITS Director, his/her assistants, and any software deemed necessary by ITS in the electronic elections. The FTS tabulation will then be delivered to and verified by the director of Student Organizations and Leadership Programs (SOLP).
- b) After the Paper Ballot Elections end, the sorted paper ballots will be safely (as determined by the Election Commissioner) transported to Student Organizations and Leadership Programs where the results will be secured until they are complete. Preliminary results will only be released to members of the Election Commission and the Director of Student Organizations and Leadership Programs or his/her representative. After Electronic Ballot Elections end, the sorted Electronic Ballots will be safely transported from ITS to Student Organizations and Leadership Programs where the results will be secured until results are confirmed.
- c) The number of voters lined-out on the enrollment printout will then be counted at least twice. If the number is more than 6% off, a second count will be made by hand. This total will then be compared to the voter total provided by the ballot count.
(See STAY OF CERTIFICATION)

d) The paper ballot results will then be transferred to a Preliminary Result Sheet (PRS). It will not include the names of write-in candidates unless they win a seat. The PRS will then be posted at the Northwest entrance of the Milo Bail Student Center and filed in the SG-UNO Office. The electronic ballot results will not be transferred to a PRS. It will not include the names of write-in candidates unless they win a seat. The electronic FTS will be the only posted tabulation of the Electronic Ballot Election, and will then be posted at the Northwest entrance of the Milo Bail Student Center and filed in the SG-UNO Office.

II. Observation by Candidates and/or Agents.

Paper ballots will be counted in privacy through Student Organizations and Leadership Programs. Electronic Ballots will be tabulated in privacy, through SES. The Election Commission may take appropriate means to ensure the integrity of the

CHAPTER 5 – Election Setup and Poll Workers

I. Initiation into Office

Volunteers Poll-workers will assist with election procedures as necessary. Based on necessity, Poll-workers shall be hired and sworn into office by the Election Commissioner at least forty-eight (48) hours prior to the first day of the Elections. The oath used in both instances shall read as follows:

"Upon my acceptance of the Position of Election Commission Member/Poll-worker, I realize that I have accepted obligations to and responsibilities toward the Students of the University of Nebraska at Omaha. I solemnly promise to act on behalf of the Student Body, serving to benefit it at all times. I promise to obey and uphold all Rules and Regulations Governing the Student Elections."

II. Publicizing Elections

The Election Commission will take sufficient measures to adequately publicize available office, filing dates, polling places, and procedures for obtaining absentee ballots. The Election Commission will publicize elections at least two weeks prior to the last day for filing petitions. Election publicity should include but not be limited to the following:

- A) Placing posters at strategic locations in the Milo Bail Student Center and other locations across campus;
- B) Off campus Election publicity such as distribution of press releases and/or other pertinent information regarding the Elections to the Gateway, campus television Channel 26, campus radio stations KBUL and KVNO. and other local media offices shall be accomplished through the LPR, and University Relations;
- C) Submitting any Election advertisements to be published in the Gateway purchased with SG-UNO funds appropriated by the Student Senate; and
- D) Advertising the procedures for obtaining Absentee Voter Applications including: required information: name and NUID number, last date to request ballots (one week prior to Elections), phone number and hours for requesting ballots (all ballots must be postmarked the last day of Elections and any postmarked after this time will be marked void and destroyed).

The LPR shall serve as Publicity Chairperson for the Elections.

IV. Preparation and Distribution of Ballots

A) Preparation Procedures

1. If Paper Ballots Are Used

- a) The Election Commission will be responsible for obtaining Optical Scan Ballots (OSB) for each voter at least two weeks before the Elections. The total number procured will be based upon historical trends of student voting. The commission will also be responsible for having a program available for reading the OSB through Campus Computing.
- b) The Election Commission will then prepare an adequate number of paper ballots for each race. Paper ballots will be clearly and permanently marked as per race and referendum.

2. If Electronic Ballots are Used

The Election Commission will be responsible for setting up a timeline and Election Screens with Student Enrollment Services (SES) at least one month before Elections. Only those names of candidates that have filed by the deadline and are eligible to run will appear on the ballot. The names will appear in a rotational order on the ballots as provided by the candidate on the petition form. No ballots other than those for specified Student Government races and referendums will be prepared or distributed.

B) Security

1. If Paper Ballots Are Used

The Election Commissioner shall be held solely responsible for the security of the paper ballots. The paper ballots shall be held in a safe place prior to the Elections and for at least two weeks after the Elections. A safe place for storing the paper ballots shall be mutually agreed upon by the Election Commissioner and the Director to Student Organizations and Leadership Programs, or a designated representative.

2. If Electronic Ballots Are Used

The Election Commissioner, Director of Student Organizations and Leadership Programs, and ITS will be held solely responsible for the security of the electronic ballots. A safe database for storing the electronic ballots shall be mutually agreed upon by the Election Commissioner, Director of Student Organizations and Leadership Programs, and SES.

C. Transporting Paper Ballots

The Election Commissioner will place paper ballots into envelopes and mark them according to time and place. The Election Commissioner and one other Commission Member will transport the paper ballots to the "safe place" immediately upon closing of the poll. The Election Commissioner may decide if it is necessary to be accompanied by Campus Security.

D. Sample Ballots

1. If Paper Ballots Are Used

Sample paper ballots, clearly marked as such for referendums, shall be released to the media at least six (6) days prior to the first day of the Elections. Complete sample paper ballots without the race "dot" marked, shall be posted at each voting booth during the Elections. A copy of referendums (e.g. encased in plastic) shall be posted in each voting booth for purposes of voting.

2. If Electronic Ballots Are Used

Sample electronic ballot availability and its corresponding website address will be released to the media at least six (6) days prior to the first day of Elections.

V. Polls and Poll Workers

A. Recruiting Poll-Workers.

If the election is paper ballot, the Election Commission shall recruit (15 to 20) Poll-workers if paper ballots are used, or a number selected by the Election Commission if electronic ballots are being used, no less than two (2) weeks prior to the first day of Elections to ensure the efficient operation of polls during the Election period. The poll workers may be provided through the Office of the Douglas County Election Commissioner. All poll-workers shall receive adequate training to ensure that the Poll-workers are skilled in determining voter eligibility and informing the voter of proper voting procedures, releasing the ballot to the voter, ensuring voter secrecy, and maintaining the integrity of the Elections.

B. Reserving Poll Areas and Voting Booths if Paper Ballot Elections are Utilized.

The Election Commission must make advance space reservations for Election sites by contacting the Administrative Office of the Milo Bail Student Center and any other building where voting will be held. The Election Commission must also contact the Office of the Douglas County Election Commissioner at least four (4) weeks in advance of the Elections to reserve and transport election booths and ballot boxes. A booth for disabled voters must be provided. The Election Commission is responsible for acquiring the deposit needed from SG-UNO. On the day of Elections, all polling areas as determined by the Election Commissioner shall be specifically identified as a polling area.

C. Minimum Staff at Poll if Paper Ballot Elections are Utilized

Each polling area must be staffed by at least two (2) Poll-workers. If two (2) Poll-workers are not present, the polling area must be closed by the present Poll-worker. The Poll-worker will then immediately inform the Election Commissioner of the poll closing. The poll can only be re-opened by an Election Commission Member.

D. Hours

A minimum of one (1) poll must be kept open from 8:00a.m.until 8:00p.m. on each full day of paper balloting during the Elections. At minimum of one (1) poll must be kept open from 8:00a.m.until 5:00p.m.on each full day of electronic balloting during the Elections. If necessary, the poll may be closed for lunch and dinner breaks for a period not exceeding thirty (30) minutes.

E. Compensation.

Poll-workers hired and compensated through the Office of the Douglas County Election Commissioner are subject to their rules and regulations. Poll-workers hired from the populous of the University of Nebraska at Omaha Student Body will be compensated through the allotted budget allocated to the Election Commission by the Student Senate. Members of the Election Commission may not be compensated for more than the allotted salary for additional work.

VI. Voting Procedures and Duties of Poll-Workers

A. Qualifications of Voters: Safeguards Against Voting Twice.

1) If Paper Ballot are Used Poll-workers must verify that each voter is an officially registered student of the University of Nebraska at Omaha during the semester in which they vote. A student may not vote without producing their valid UNOmaha identification. Before handing each voter his or her ballot, that person's identification card must be permanently marked to signify that he/she has voted in the Election. Poll-workers will also highlight the voter's name on the enrollment printout before they may vote. At least two (2) poll-workers must highlight each ballot with their initials, day of the week, and hour (e.g. JH/M/6).

2) If Electronic Ballot

Electronic ballot software must verify that each voter is a registered student at the University of Nebraska at Omaha during the semester in which they vote. Each voter may vote for the maximum number of seats available for each college and class race.

B. Voting.

Each voter may vote for the maximum number of seats available for each respective college and class race.

C. Electioneering.

Any officially appointed poll-worker is obligated, by oath of initiation, to enforce those provisions of the Rules Governing Candidates regarding electioneering within designated polling areas. If a poll worker has probable cause to believe that a violation has been made within the polling areas, they should first inform the violator of the infraction, and then report it to the Election Commission on a "Grievance Form" immediately. These grievances must be filed before the final results of the Election are announced (See GRIEVANCES). Poll-workers must remain publicly neutral in relationship to the candidates and in no way shall publicly express support or opposition for any candidate or issue.

D. Voters' Right to Privacy.

The Poll-workers shall ensure that each voter is permitted to mark their ballot in privacy. No person may speak to any individual who is in the process of voting with the exception of clarification. Poll workers shall assist a disabled student in voting, if required.

E. Absentee Ballots.

Any person considered being a qualified voter under the SG-UNO By-laws may vote by absentee ballot, if the individual will be unable to vote during polling hours of operation or will not be able to access the electronic ballot. Requests must be made to the SG-UNO Office Secretary or the Election Commission on a form provided for absentee ballot requests. An Election Commission Member must then certify the request. The absentee ballots must be postmarked by the first day of Elections. Names of absentee voters must be lined-out on the enrollment printouts when the ballots are sent out. The Election Commission must be informed of the need for an absentee ballot not more than four weeks prior to the Election. Ballots are to be sent out ten (10) calendar days prior to the Election.